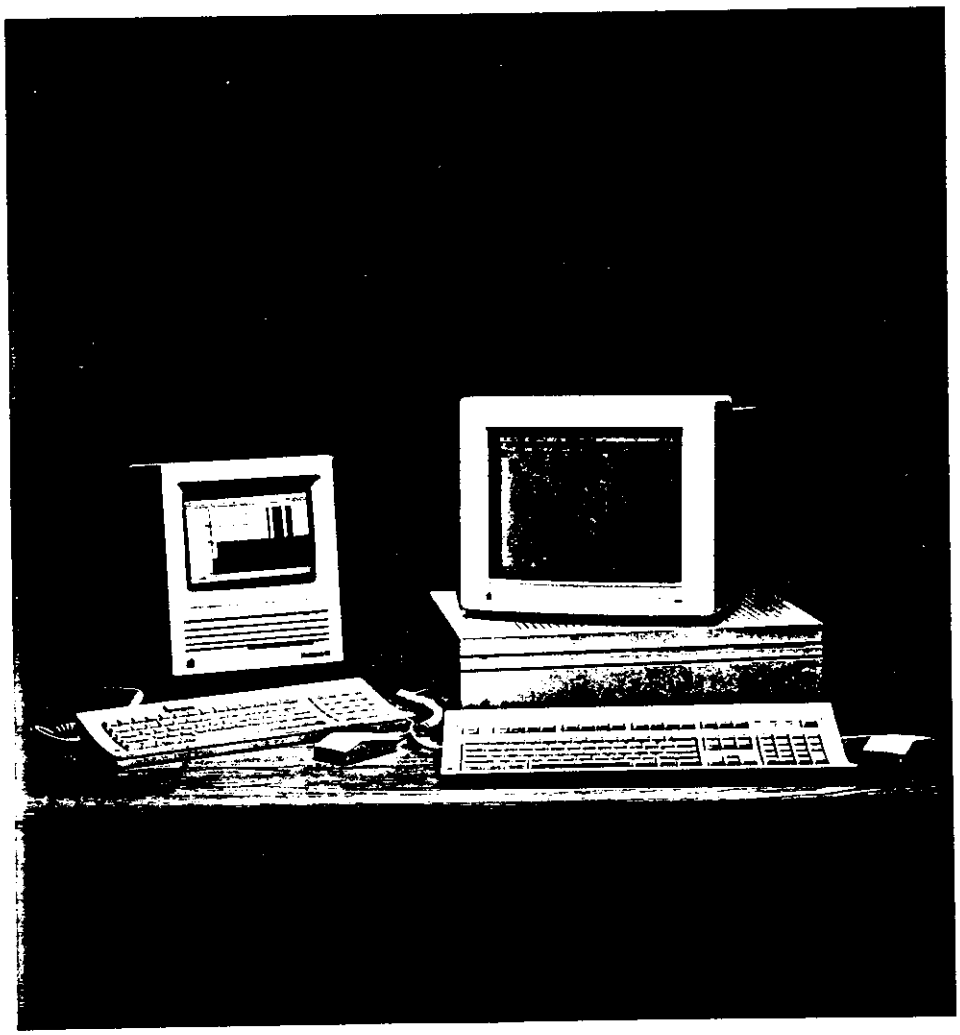
Quick Reference Guide



MICRO
PLANNER

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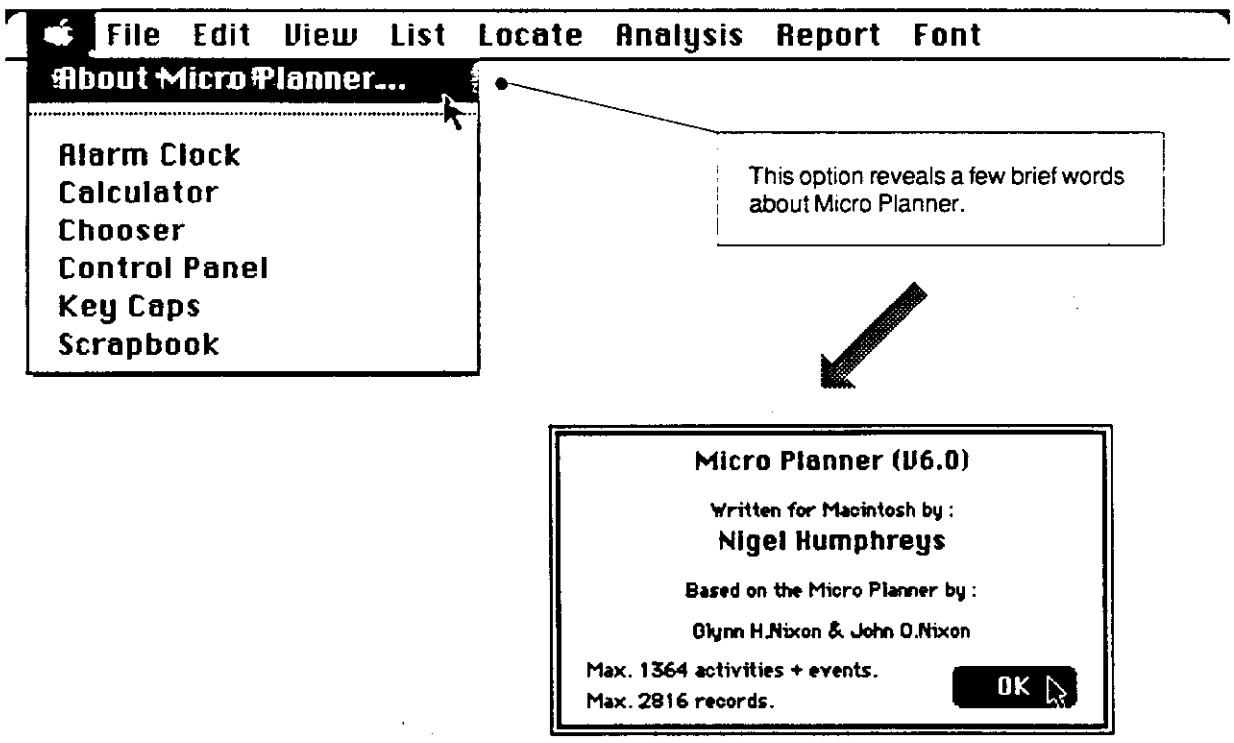
Reference

This reference section is arranged in order of the menu bar items. Each menu is examined and its functions briefly explained.

At the end of the section, exploded views of activities and events are included plus a summary of capacities.

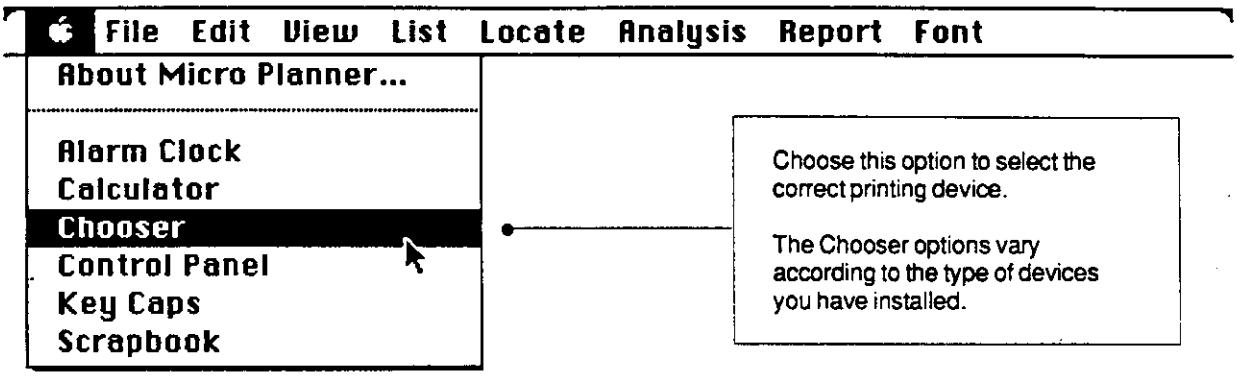
Apple Menu

Before looking at the Micro Planner menus, there is one menu that looks like this:



The options on the Apple menu will depend on the system disk that you are using, but let's look at three options most frequently used in conjunction with Micro Planner...

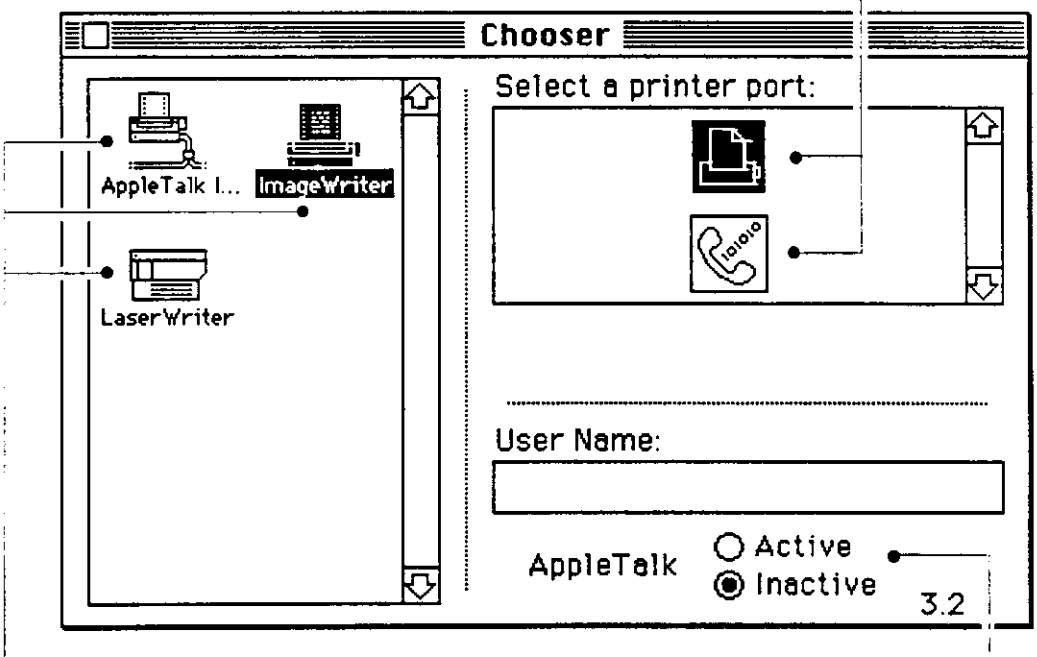
Apple Menu



Choose this option to select the correct printing device.

The Chooser options vary according to the type of devices you have installed.

■ For an Imagewriter, select the icon representing the port to which the printer is attached.



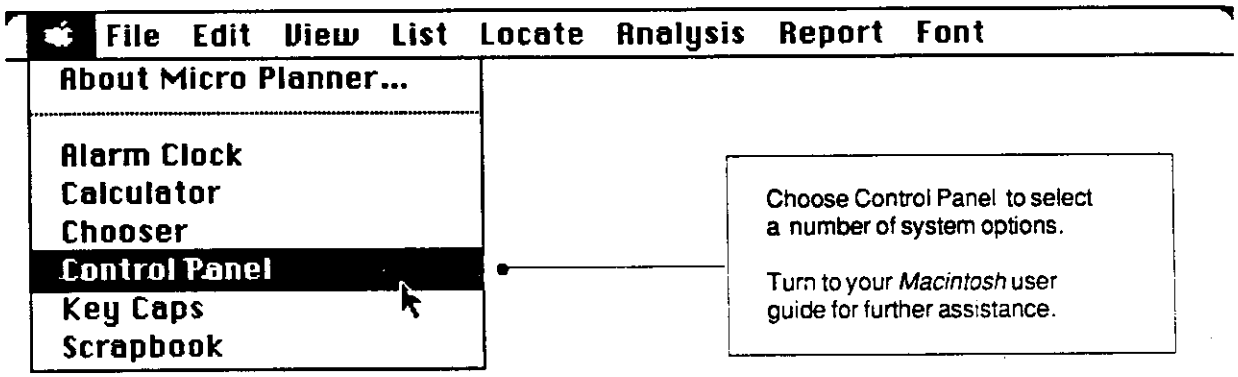
■ From the icons representing the printing devices available on the current startup disk, select the type of printer you want to use.

To connect Apple Talk, first ensure that it is physically attached to the *Macintosh* then click the Active button.

OR,

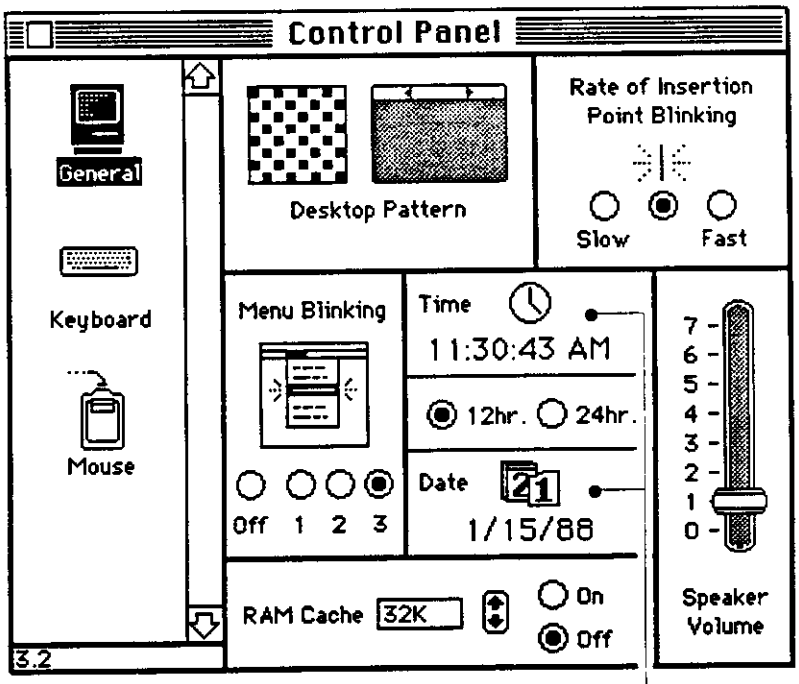
Physically disconnect Apple Talk from the *Macintosh* before clicking the Inactive button.

Apple Menu



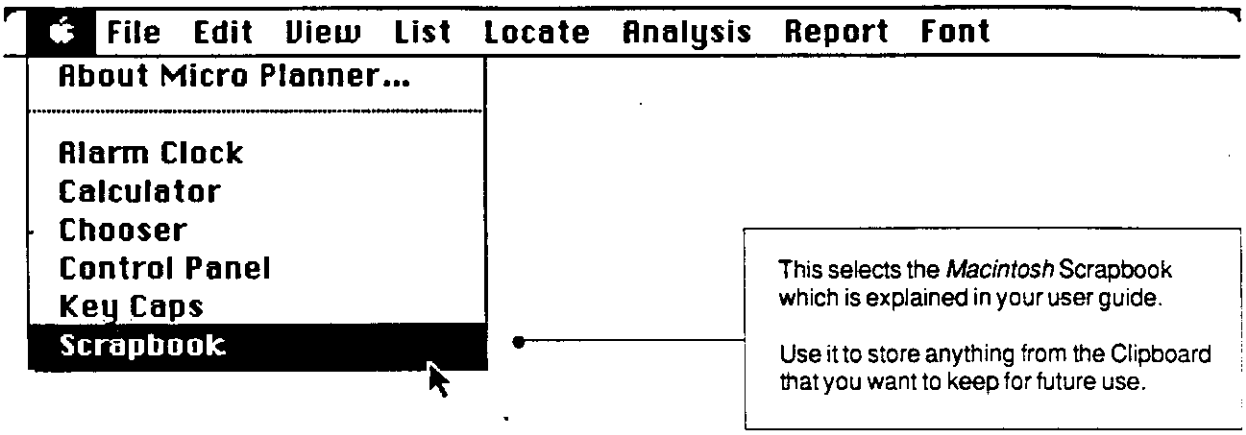
Choose Control Panel to select a number of system options.

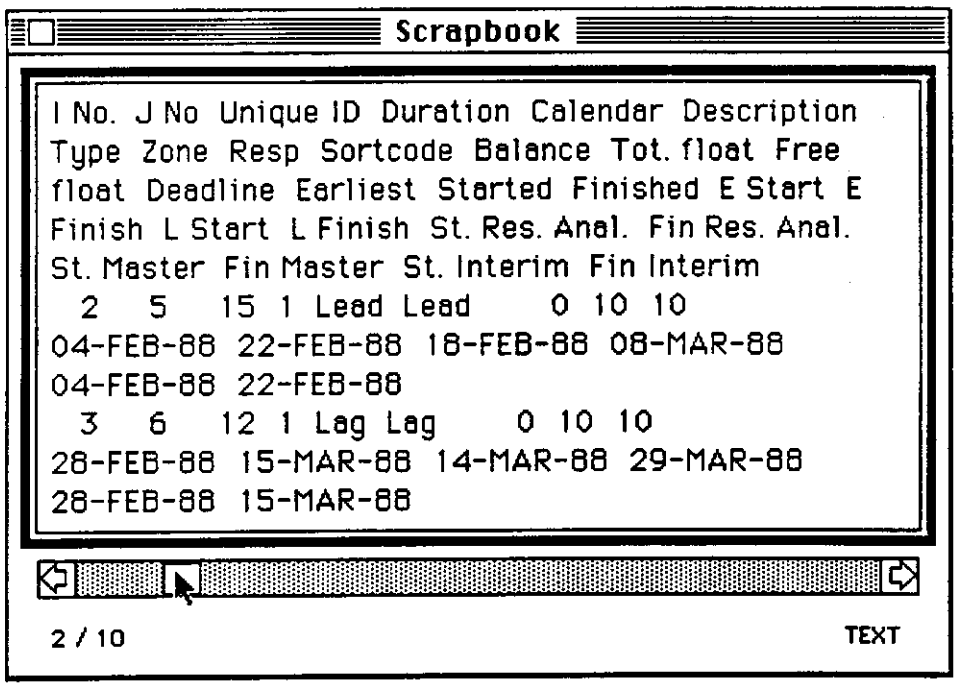
Turn to your *Macintosh* user guide for further assistance.



Ensure that the Date and Time are correct at all times.

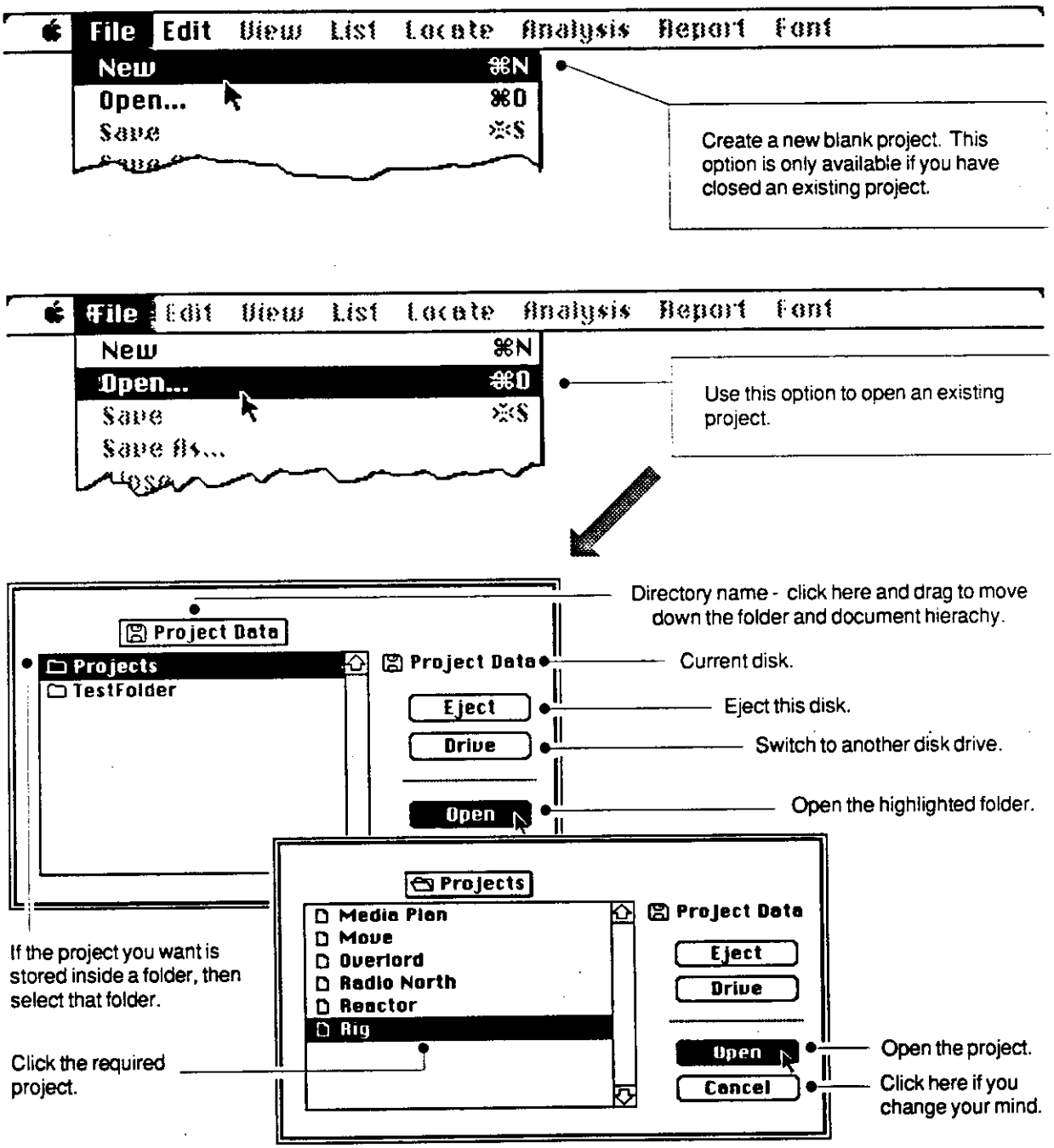
Apple Menu


File Edit View List Locate Analysis Report Font
About Micro Planner...
Alarm Clock
Calculator
Chooser
Control Panel
Key Caps
Scrapbook
This selects the *Macintosh* Scrapbook which is explained in your user guide.
Use it to store anything from the Clipboard that you want to keep for future use.

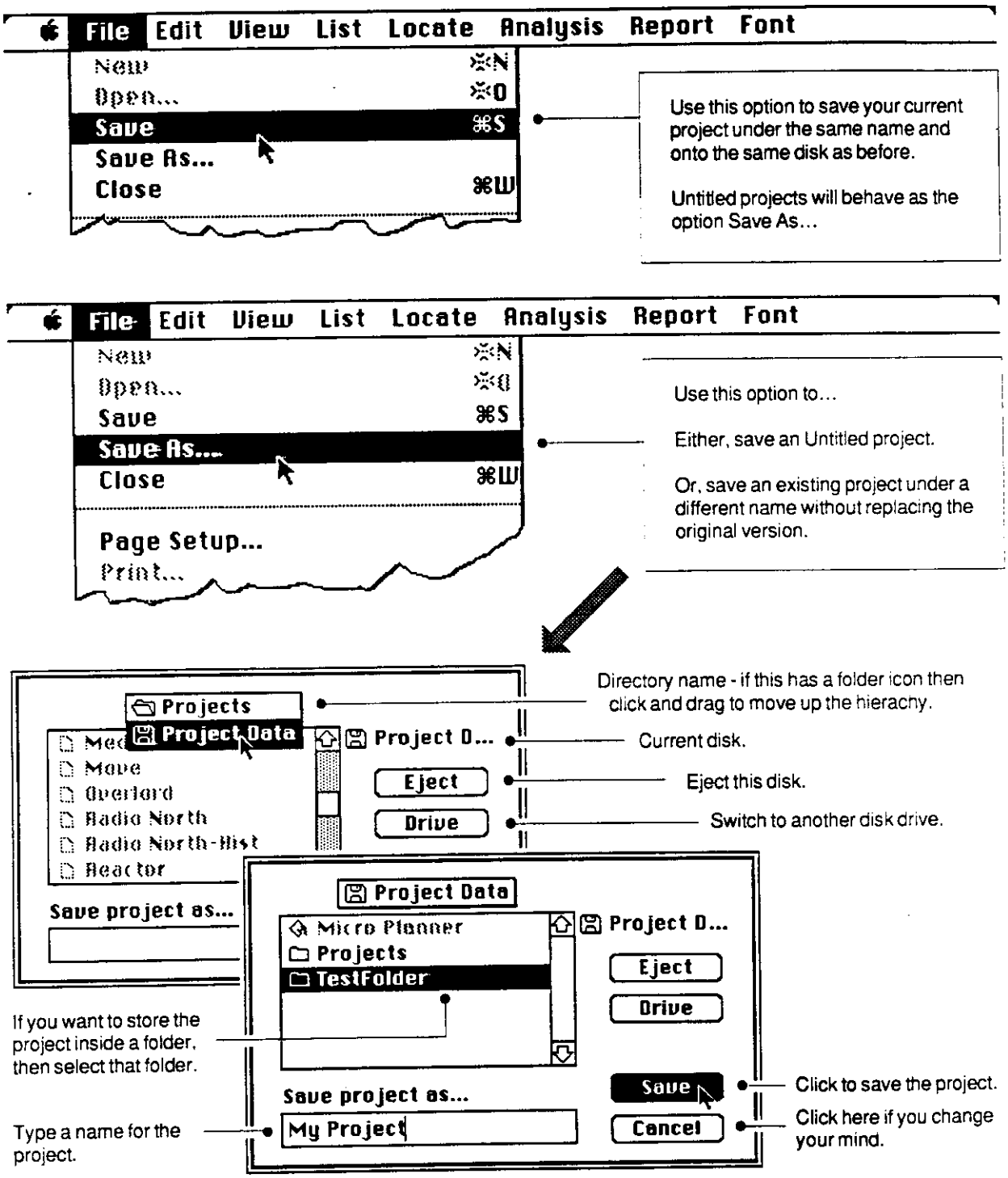

Scrapbook
I No. J No Unique ID Duration Calendar Description
Type Zone Resp Sortcode Balance Tot. float Free
float Deadline Earliest Started Finished E Start E
Finish L Start L Finish St. Res. Anal. Fin Res. Anal.
St. Master Fin Master St. Interim Fin Interim
2 5 15 1 Lead Lead 0 10 10
04-FEB-88 22-FEB-88 18-FEB-88 08-MAR-88
04-FEB-88 22-FEB-88
3 6 12 1 Lag Lag 0 10 10
28-FEB-88 15-MAR-88 14-MAR-88 29-MAR-88
28-FEB-88 15-MAR-88
2 / 10
TEXT

File Menu

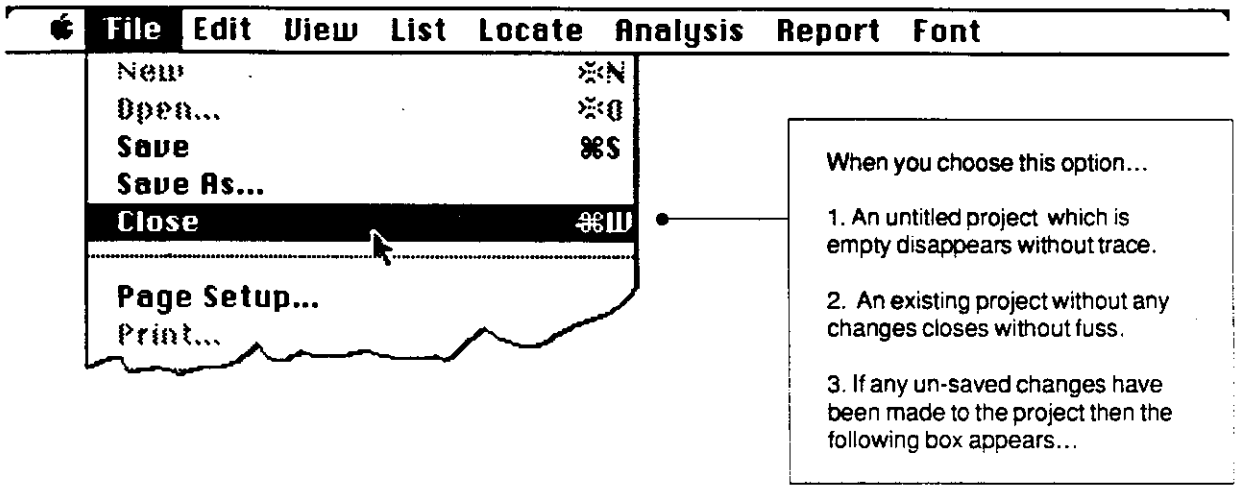
The File menu is designed for all functions associated with document storage and printing.

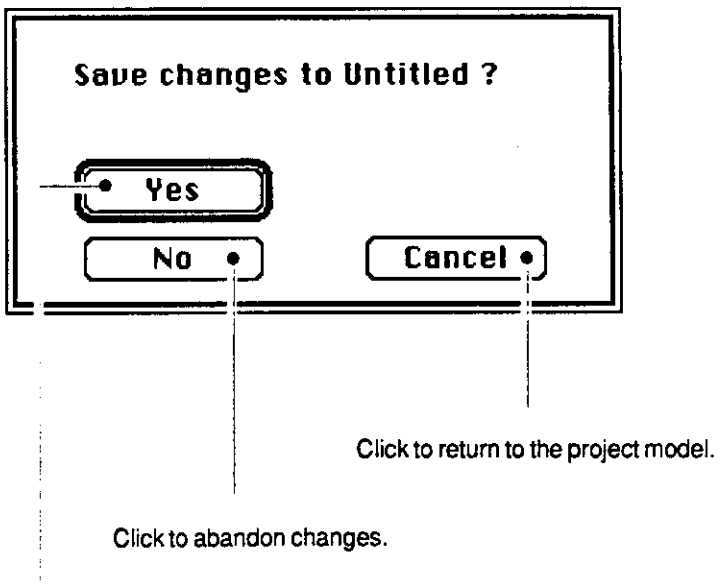


File Menu

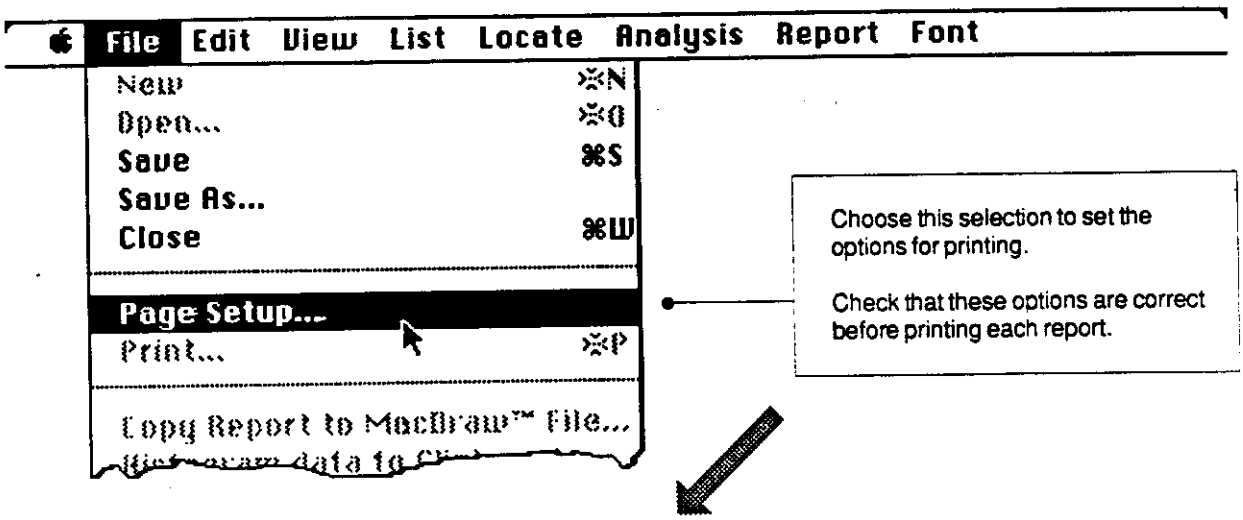

File Edit View List Locate Analysis Report Font
New ⌘N
Open... ⌘O
Save ⌘S
Save As...
Close ⌘W
Use this option to save your current project under the same name and onto the same disk as before.
Untitled projects will behave as the option Save As...
File Edit View List Locate Analysis Report Font
New ⌘N
Open... ⌘O
Save ⌘S
Save As...
Close ⌘W
Page Setup...
Print...
Use this option to...
Either, save an Untitled project.
Or, save an existing project under a different name without replacing the original version.
Projects
Project Data
Move
Overlord
Radio North
Radio North-Hist
Reactor
Save project as...
Project D...
Eject
Drive
Directory name - if this has a folder icon then click and drag to move up the hierachy.
Current disk.
Eject this disk.
Switch to another disk drive.
Project Data
Micro Planner
Projects
TestFolder
Project D...
Eject
Drive
Save project as...
My Project
Save
Cancel
If you want to store the project inside a folder, then select that folder.
Type a name for the project.
Click to save the project.
Click here if you change your mind.

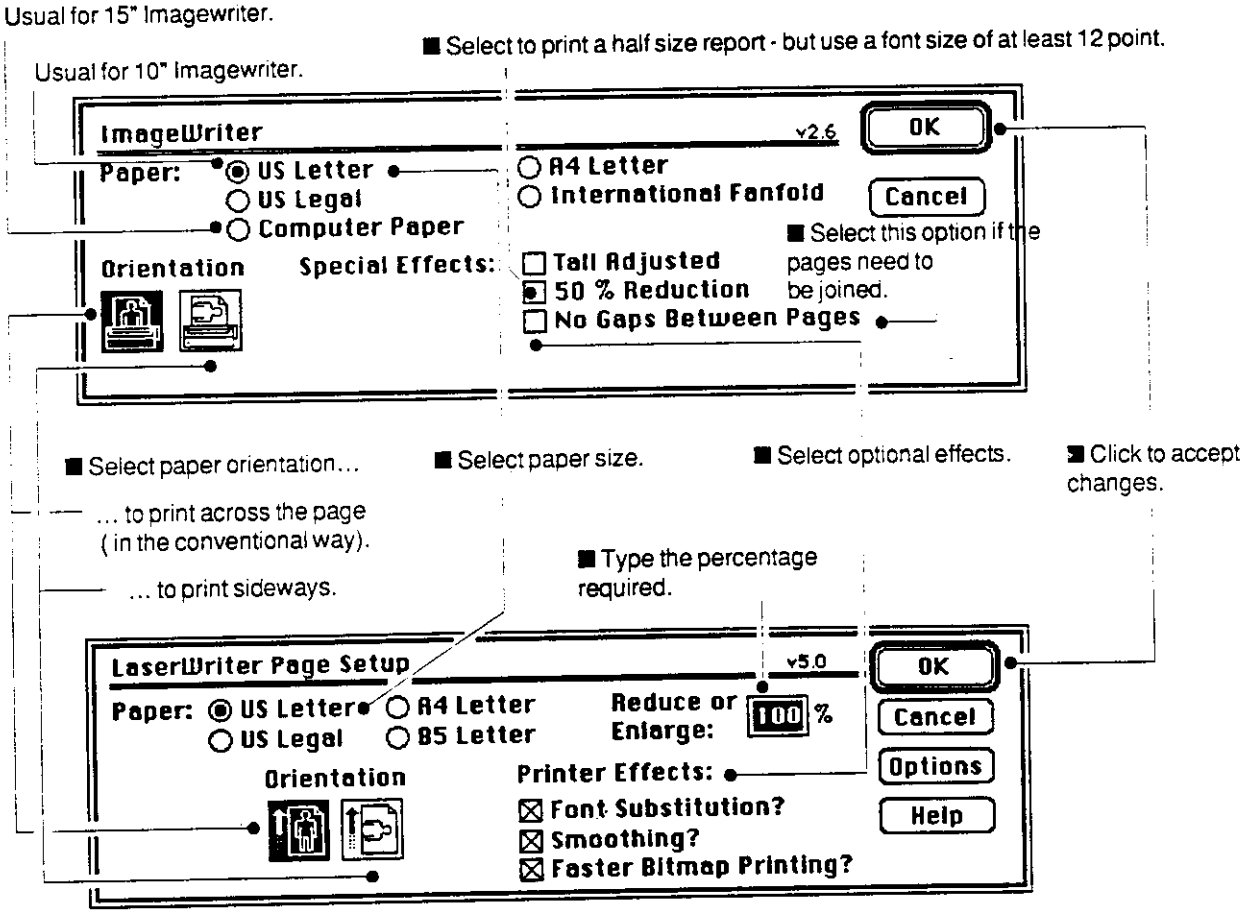
File Menu


File Edit View List Locate Analysis Report Font
New ⌘N
Open... ⌘O
Save ⌘S
Save As...
Close ⌘W
Page Setup...
Print...
When you choose this option...
1. An untitled project which is empty disappears without trace.
2. An existing project without any changes closes without fuss.
3. If any un-saved changes have been made to the project then the following box appears...

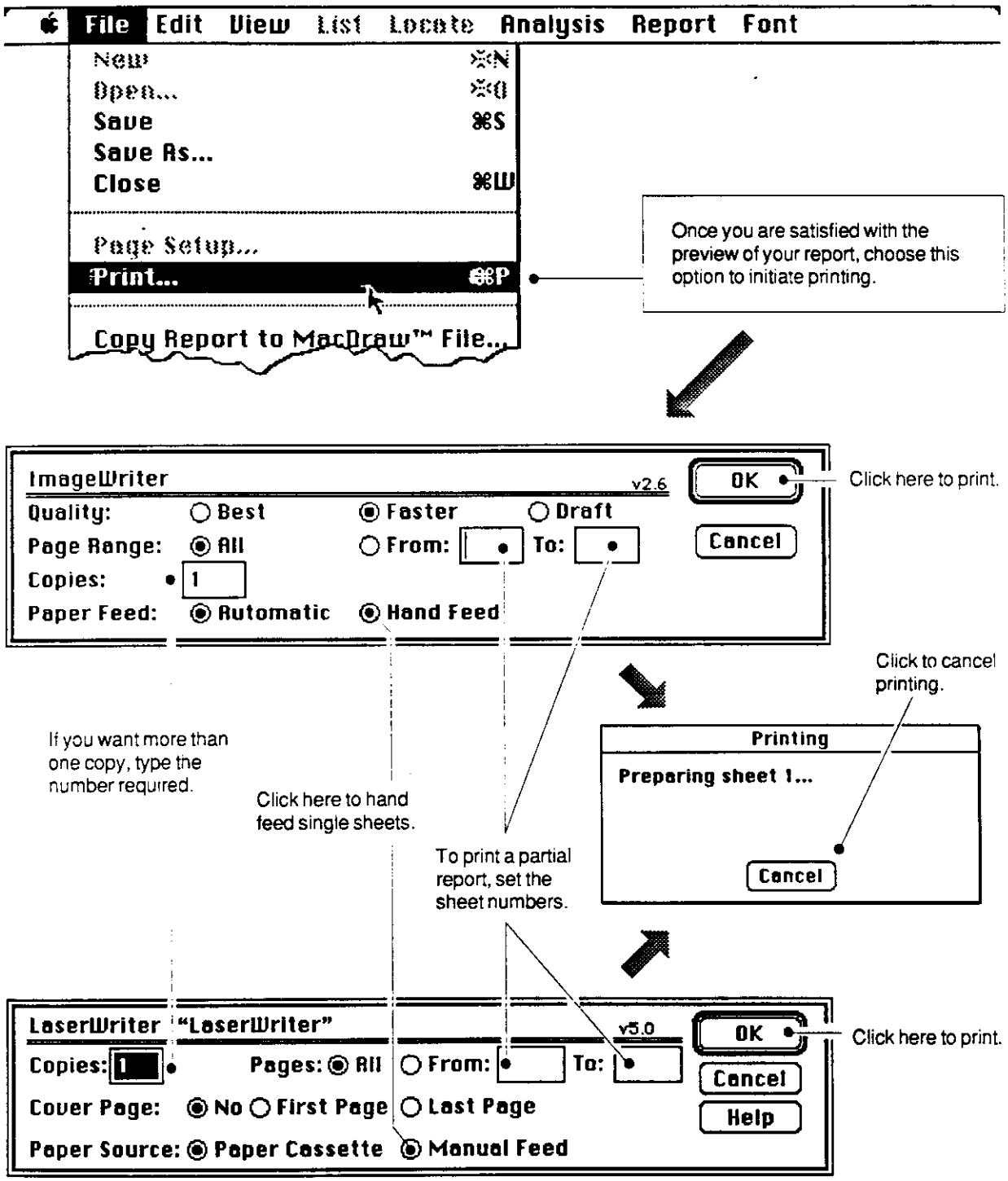

Save changes to Untitled ?
Yes
No
Cancel
Click to return to the project model.
Click to abandon changes.
Click to save changes.

File Menu

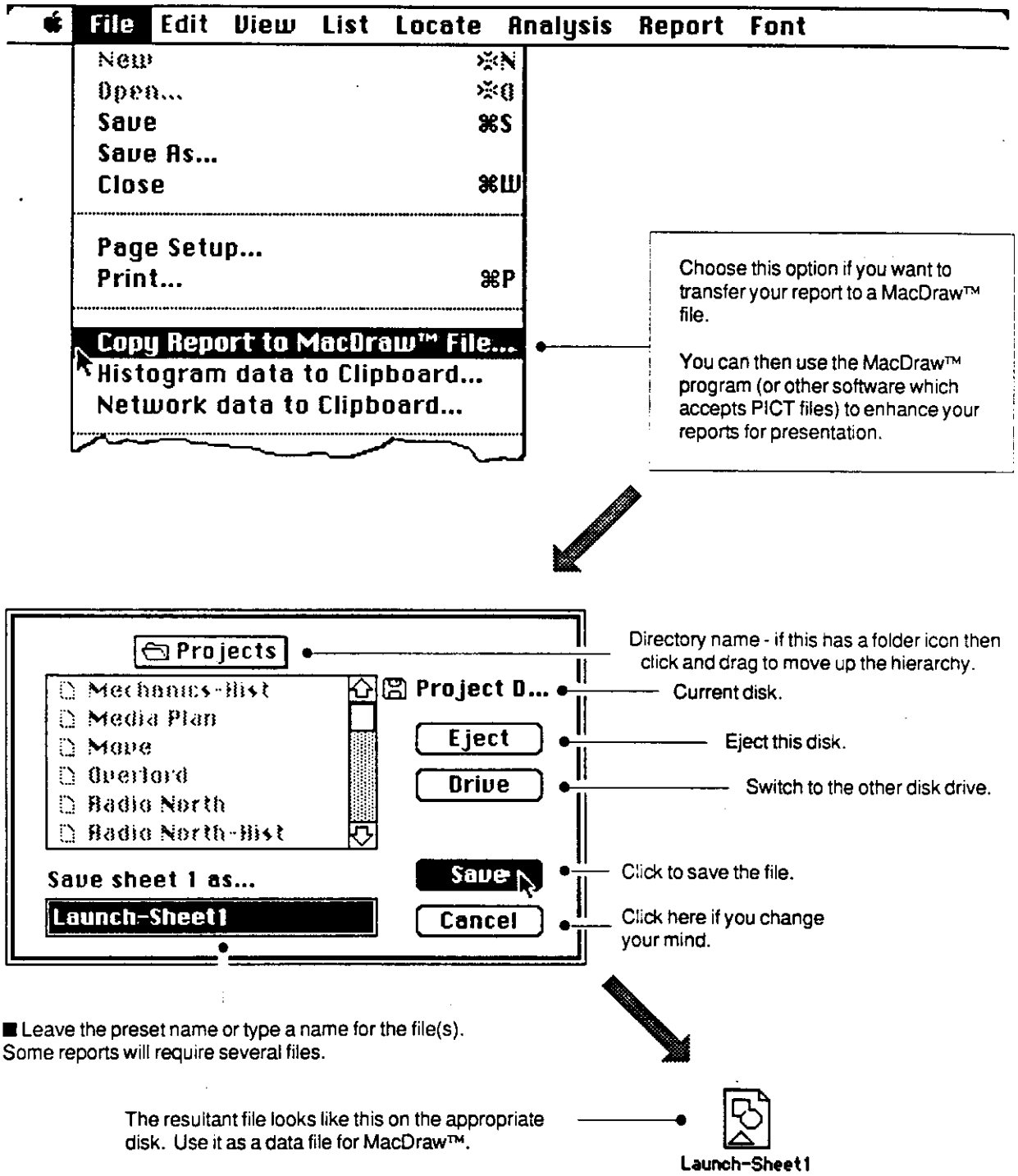

File Edit View List Locate Analysis Report Font
New ⌘N
Open... ⌘O
Save ⌘S
Save As...
Close ⌘W
Page Setup...
Print... ⌘P
Copy Report to MacDraw™ File...
Choose this selection to set the options for printing.
Check that these options are correct before printing each report.


Usual for 15" Imagewriter.
■ Select to print a half size report - but use a font size of at least 12 point.
Usual for 10" Imagewriter.
ImageWriter v2.6
OK
Paper: US Letter A4 Letter
US Legal International Fanfold
Computer Paper
Cancel
Orientation
Special Effects:
Tall Adjusted
50 % Reduction
No Gaps Between Pages
■ Select this option if the pages need to be joined.
■ Select paper orientation...
... to print across the page (in the conventional way).
... to print sideways.
■ Select paper size.
■ Select optional effects.
■ Click to accept changes.
■ Type the percentage required.
LaserWriter Page Setup v5.0
OK
Paper: US Letter A4 Letter
US Legal B5 Letter
Reduce or Enlarge: 100 %
Cancel
Options
Orientation
Printer Effects:
Font Substitution?
Smoothing?
Faster Bitmap Printing?
Help

File Menu


File Edit View List Locate Analysis Report Font
New ⌘N
Open... ⌘O
Save ⌘S
Save As...
Close ⌘W
Page Setup...
Print... ⌘P
Copy Report to MacDraw™ File...
Once you are satisfied with the preview of your report, choose this option to initiate printing.
ImageWriter v2.6
Quality: Best Faster Draft
Page Range: All From: To:
Copies: 1
Paper Feed: Automatic Hand Feed
OK
Cancel
Click here to print.
If you want more than one copy, type the number required.
Click here to hand feed single sheets.
To print a partial report, set the sheet numbers.
Click to cancel printing.
Printing
Preparing sheet 1...
Cancel
LaserWriter "LaserWriter" v5.0
Copies: 1 Pages: All From: To:
Cover Page: No First Page Last Page
Paper Source: Paper Cassette Manual Feed
OK
Cancel
Help
Click here to print.

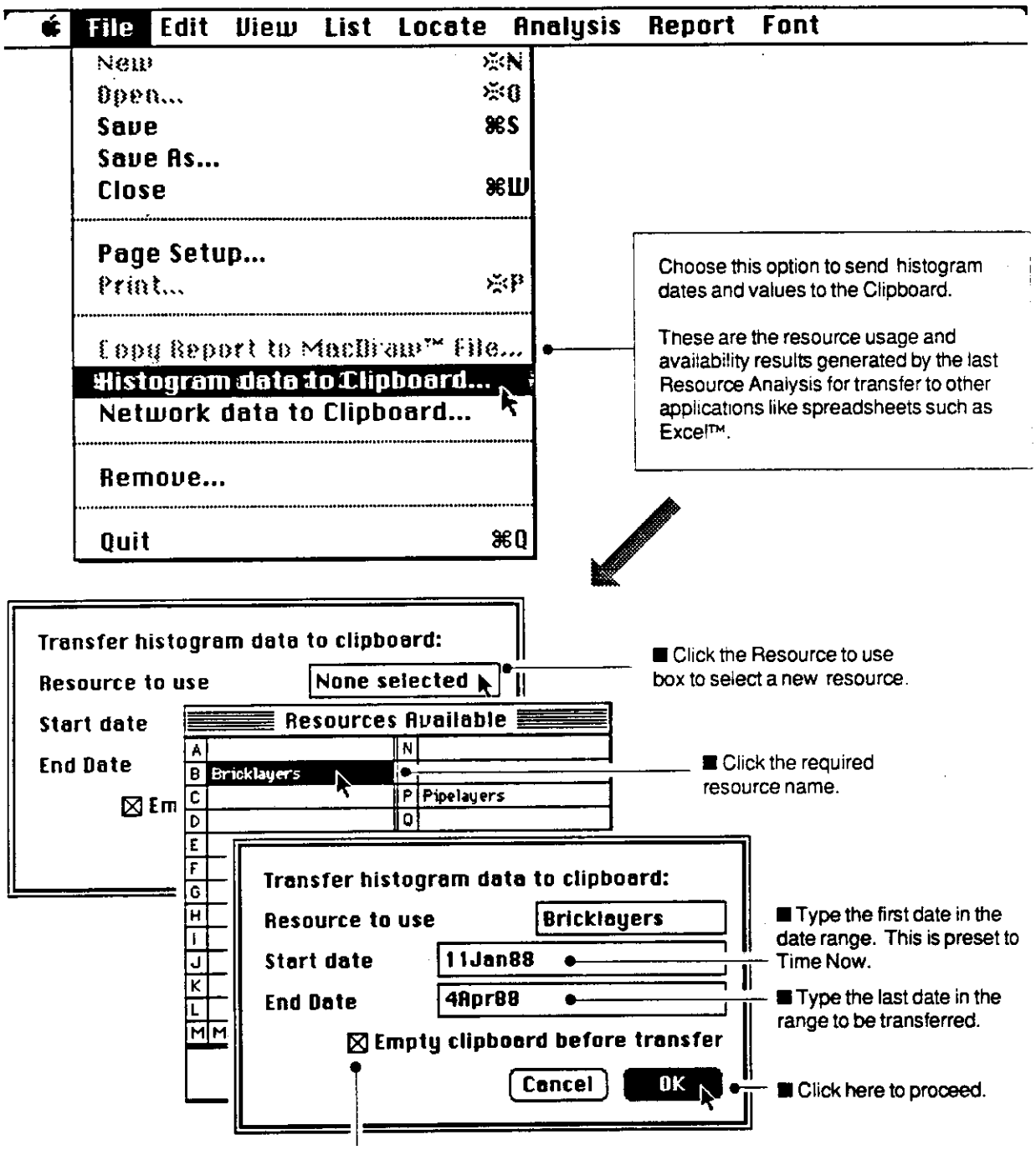
File Menu


File Edit View List Locate Analysis Report Font
New ⌘N
Open... ⌘O
Save ⌘S
Save As...
Close ⌘W
Page Setup...
Print... ⌘P
Copy Report to MacDraw™ File...
Histogram data to Clipboard...
Network data to Clipboard...
Choose this option if you want to transfer your report to a MacDraw™ file.
You can then use the MacDraw™ program (or other software which accepts PICT files) to enhance your reports for presentation.
Projects
Directory name - if this has a folder icon then click and drag to move up the hierarchy.
Mechanics-Hist
Media Plan
Move
Overlord
Radio North
Radio North-Hist
Project D...
Current disk.
Eject
Eject this disk.
Drive
Switch to the other disk drive.
Save sheet 1 as...
Launch-Sheet1
Save
Click to save the file.
Cancel
Click here if you change your mind.

■ Leave the preset name or type a name for the file(s). Some reports will require several files.

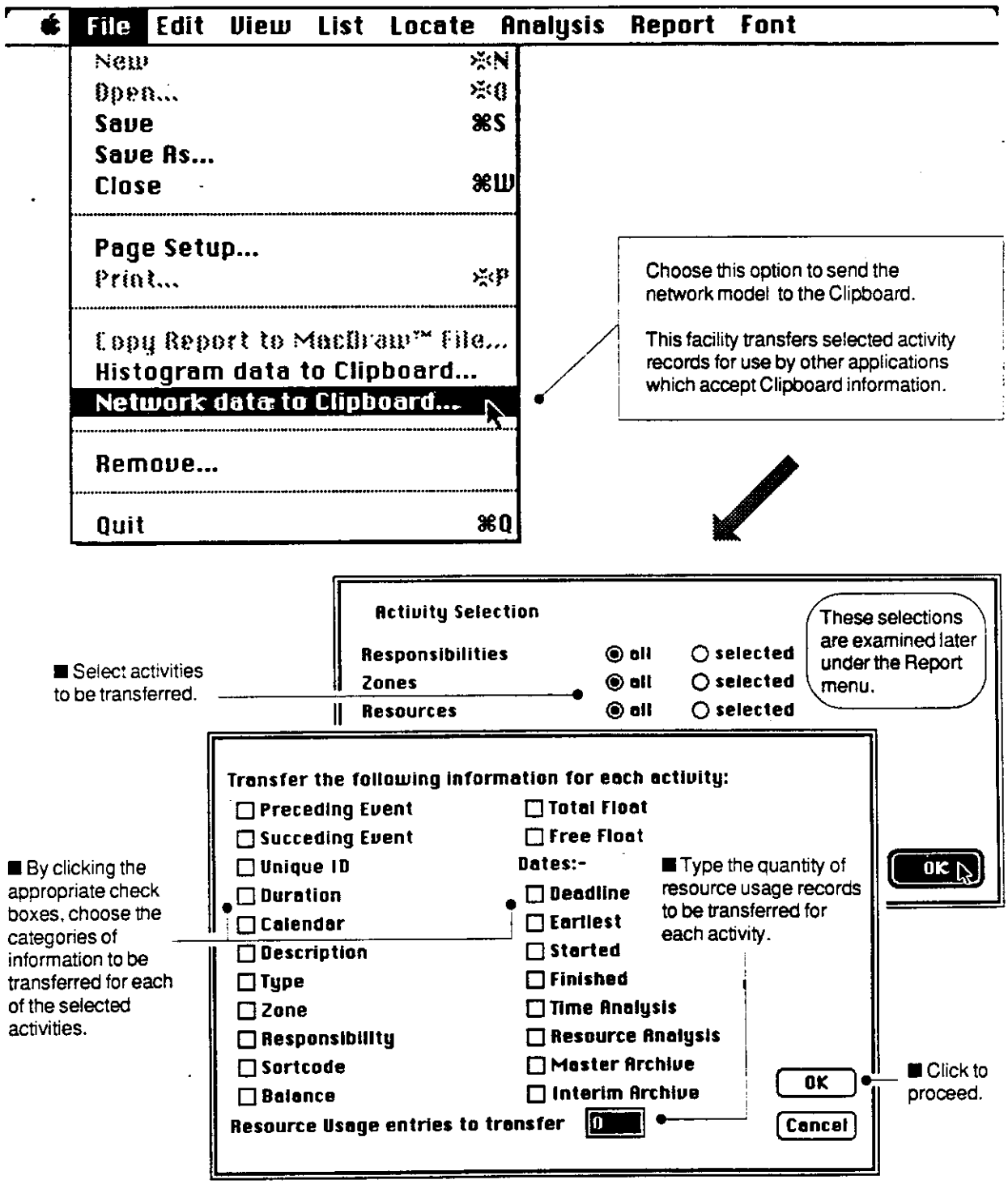
The resultant file looks like this on the appropriate disk. Use it as a data file for MacDraw™.

File Menu

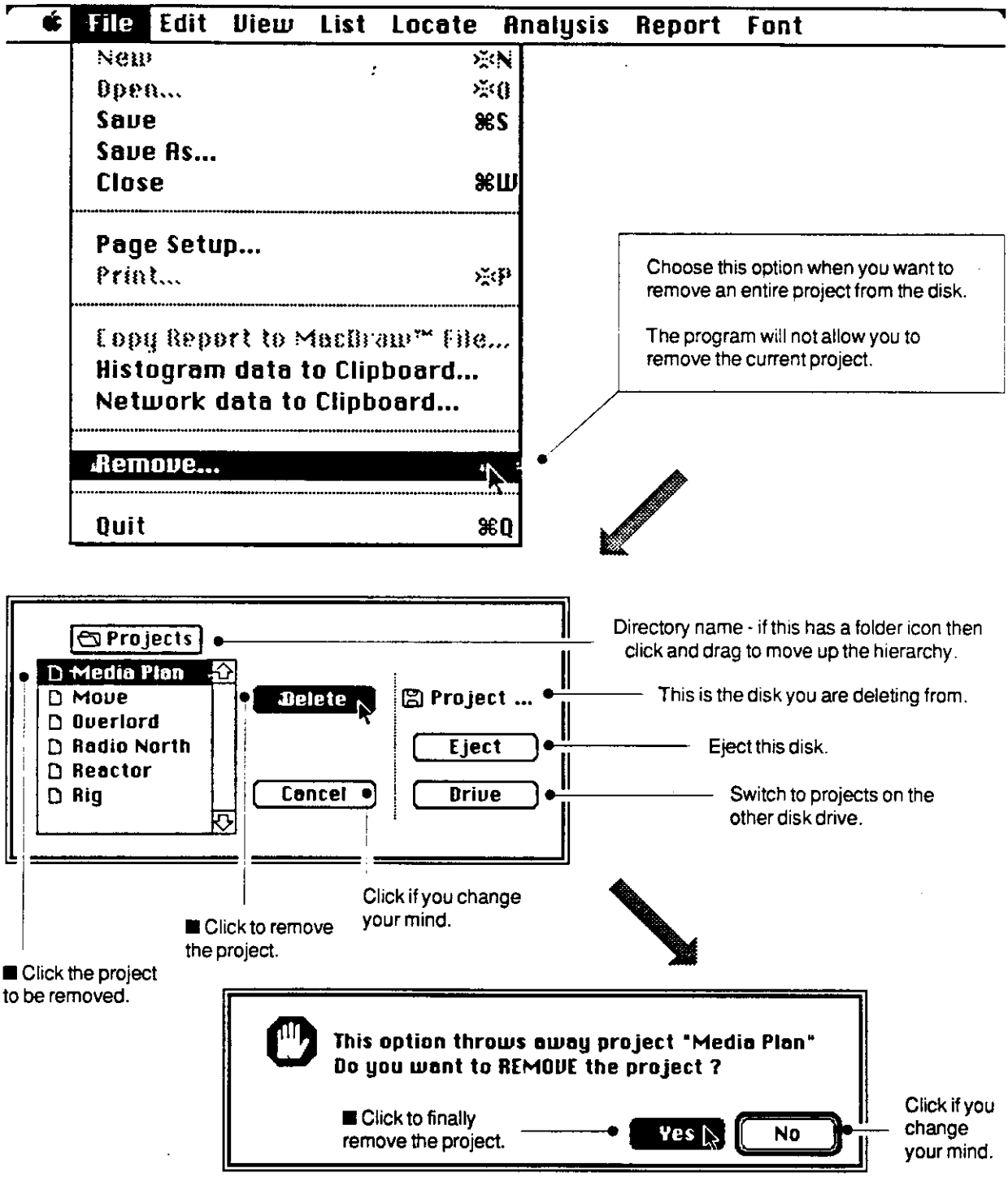

File Edit View List Locate Analysis Report Font
New ⌘N
Open... ⌘O
Save ⌘S
Save As...
Close ⌘W
Page Setup...
Print... ⌘P
Copy Report to MacDraw™ File...
Histogram data to Clipboard...
Network data to Clipboard...
Remove...
Quit ⌘Q
Choose this option to send histogram dates and values to the Clipboard.
These are the resource usage and availability results generated by the last Resource Analysis for transfer to other applications like spreadsheets such as Excel™.
Transfer histogram data to clipboard:
Resource to use
None selected
Start date
End Date
Resources Available
Bricklayers
Pipelayers
■ Click the Resource to use box to select a new resource.
■ Click the required resource name.
Transfer histogram data to clipboard:
Resource to use
Bricklayers
Start date
11Jan88
End Date
4Apr88
Empty clipboard before transfer
Cancel
OK
■ Type the first date in the date range. This is preset to Time Now.
■ Type the last date in the range to be transferred.
■ Click here to proceed.

To *add* the resource selection to data already in the Clipboard, deselect this check box by clicking it. It is preset to Empty the Clipboard which means that the resource selection will *replace* the contents of the Clipboard.

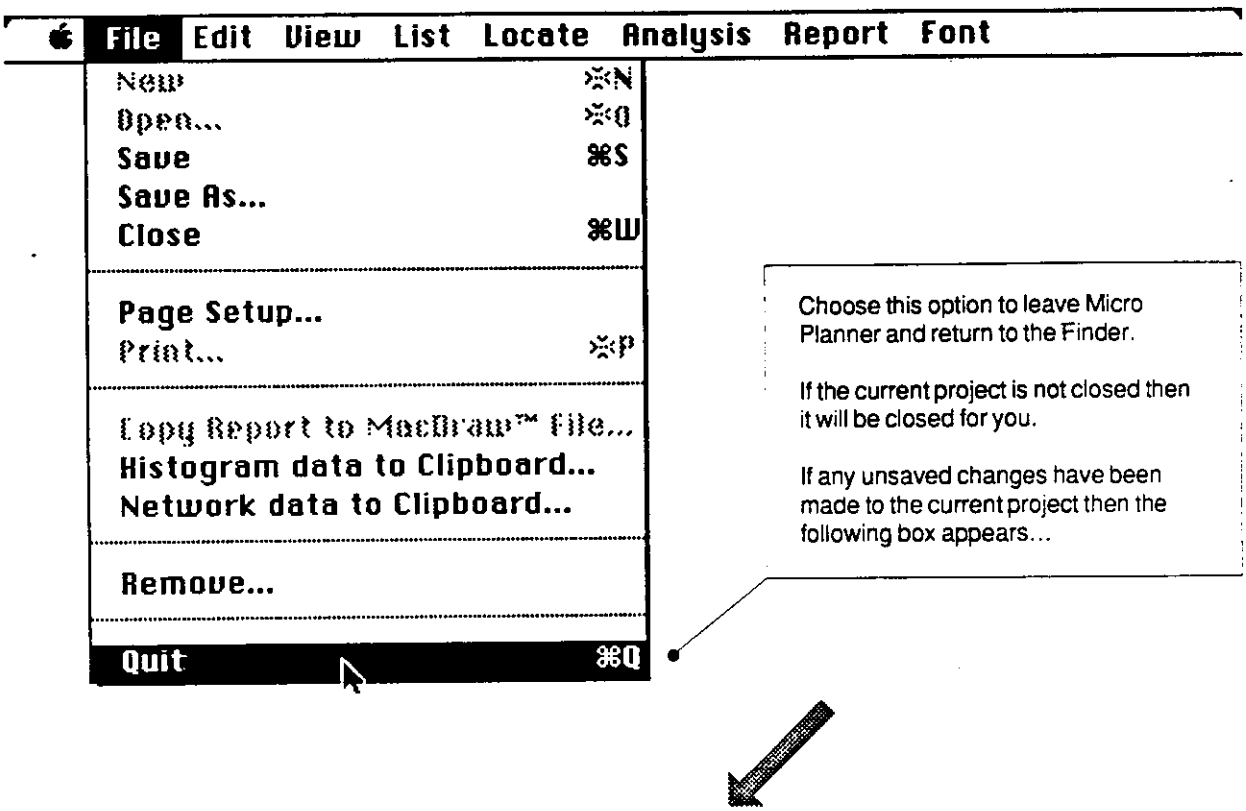
File Menu

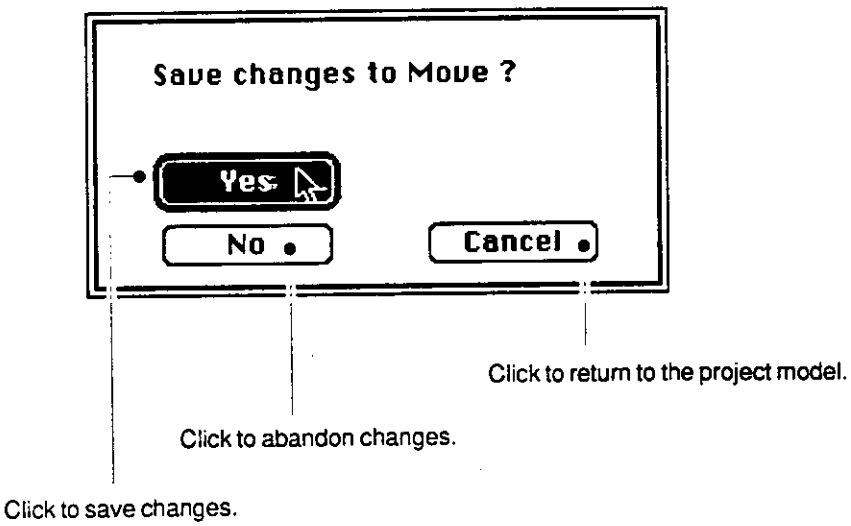

File Edit View List Locate Analysis Report Font
New ⌘N
Open... ⌘O
Save ⌘S
Save As...
Close ⌘W
Page Setup...
Print... ⌘P
Copy Report to MacDraw™ File...
Histogram data to Clipboard...
Network data to Clipboard...
Remove...
Quit ⌘Q
Choose this option to send the network model to the Clipboard.
This facility transfers selected activity records for use by other applications which accept Clipboard information.
Activity Selection
Responsibilities all selected
Zones all selected
Resources all selected
These selections are examined later under the Report menu.
■ Select activities to be transferred.
Transfer the following information for each activity:
Preceding Event
Succeding Event
Unique ID
Duration
Calendar
Description
Type
Zone
Responsibility
Sortcode
Balance
Total Float
Free Float
Dates:-
Deadline
Earliest
Started
Finished
Time Analysis
Resource Analysis
Master Archive
Interim Archive
■ By clicking the appropriate check boxes, choose the categories of information to be transferred for each of the selected activities.
■ Type the quantity of resource usage records to be transferred for each activity.
Resource Usage entries to transfer 0
OK
Cancel
OK
■ Click to proceed.

File Menu


File Edit View List Locate Analysis Report Font
New ⌘N
Open... ⌘O
Save ⌘S
Save As...
Close ⌘W
Page Setup...
Print... ⌘P
Copy Report to MacDraw™ File...
Histogram data to Clipboard...
Network data to Clipboard...
Remove...
Quit ⌘Q
Choose this option when you want to remove an entire project from the disk.
The program will not allow you to remove the current project.
Projects
Media Plan
Move
Overlord
Radio North
Reactor
Rig
Delete
Cancel
Project ...
Eject
Drive
Directory name - if this has a folder icon then click and drag to move up the hierarchy.
This is the disk you are deleting from.
Eject this disk.
Switch to projects on the other disk drive.
Click if you change your mind.
■ Click to remove the project.
■ Click the project to be removed.
This option throws away project "Media Plan"
Do you want to REMOVE the project ?
■ Click to finally remove the project.
Yes
No
Click if you change your mind.

File Menu

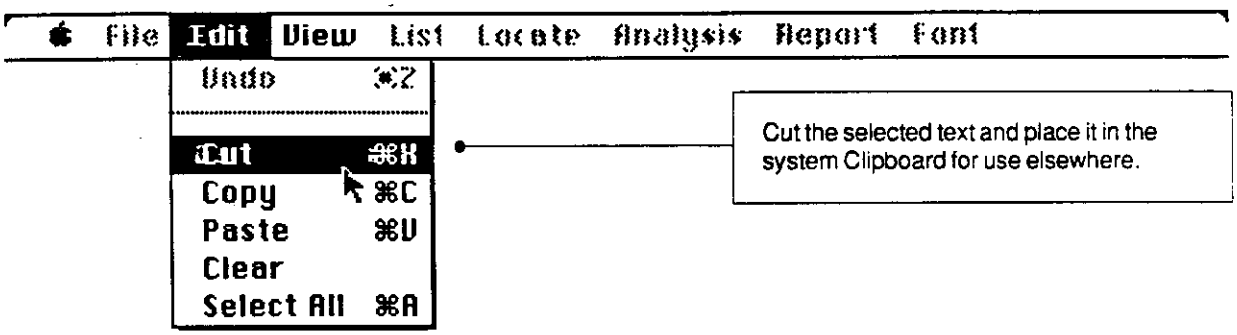

File Edit View List Locate Analysis Report Font
New ⌘N
Open... ⌘O
Save ⌘S
Save As...
Close ⌘W
Page Setup...
Print... ⌘P
Copy Report to MacDraw™ File...
Histogram data to Clipboard...
Network data to Clipboard...
Remove...
Quit ⌘Q
Choose this option to leave Micro Planner and return to the Finder.
If the current project is not closed then it will be closed for you.
If any unsaved changes have been made to the current project then the following box appears...

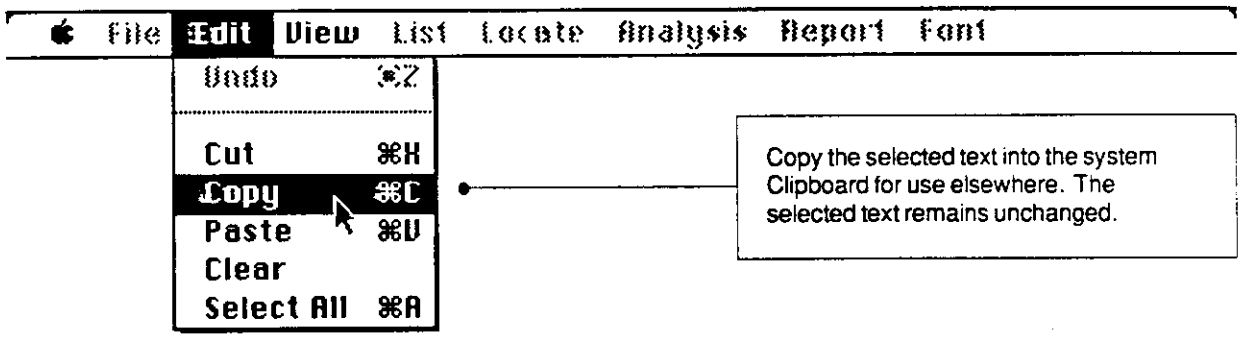

Save changes to Move ?
Yes
No
Cancel
Click to return to the project model.
Click to abandon changes.
Click to save changes.

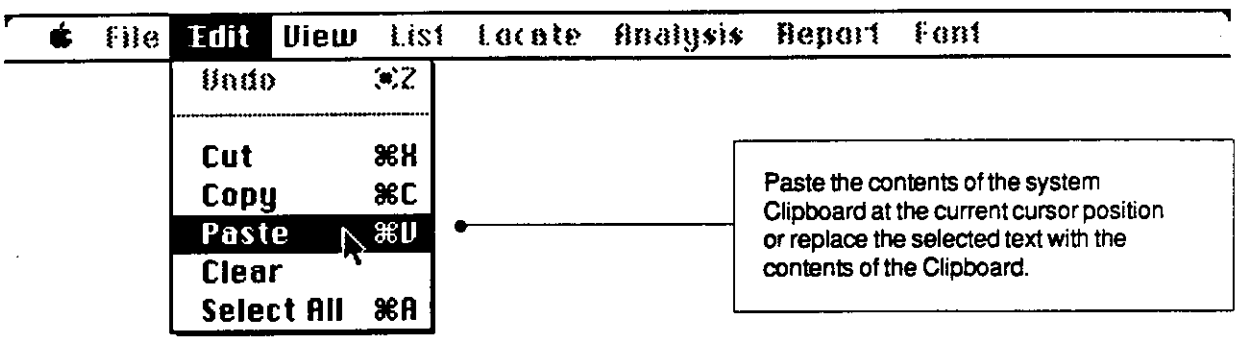
Edit Menu

The Edit menu is available for text editing. It may be used in a number of procedures within Micro Planner but it is particularly useful when editing activity or event descriptions.

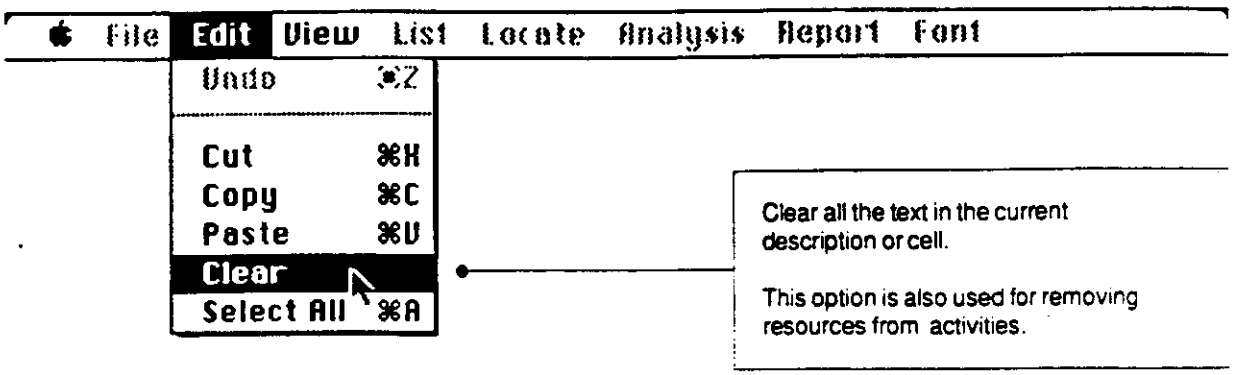
Note: For explanation of these editing procedures, turn to your *Macintosh* user guide.

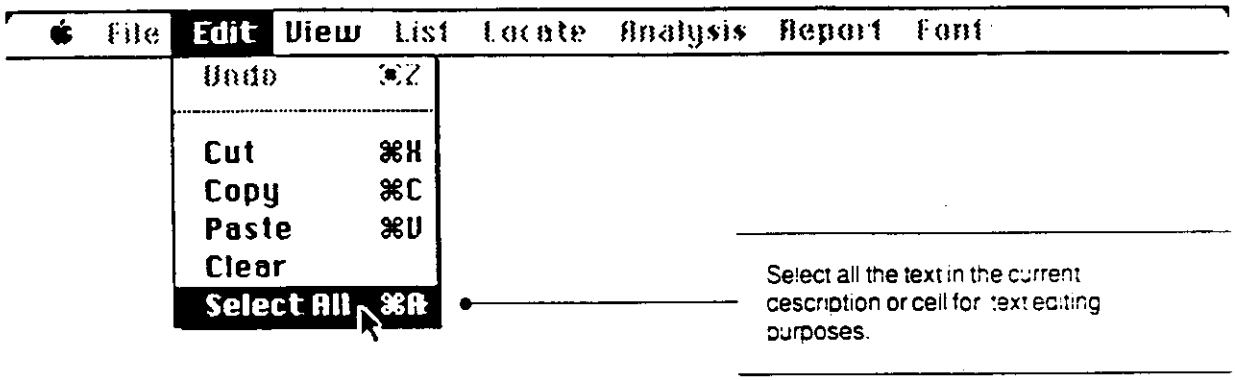




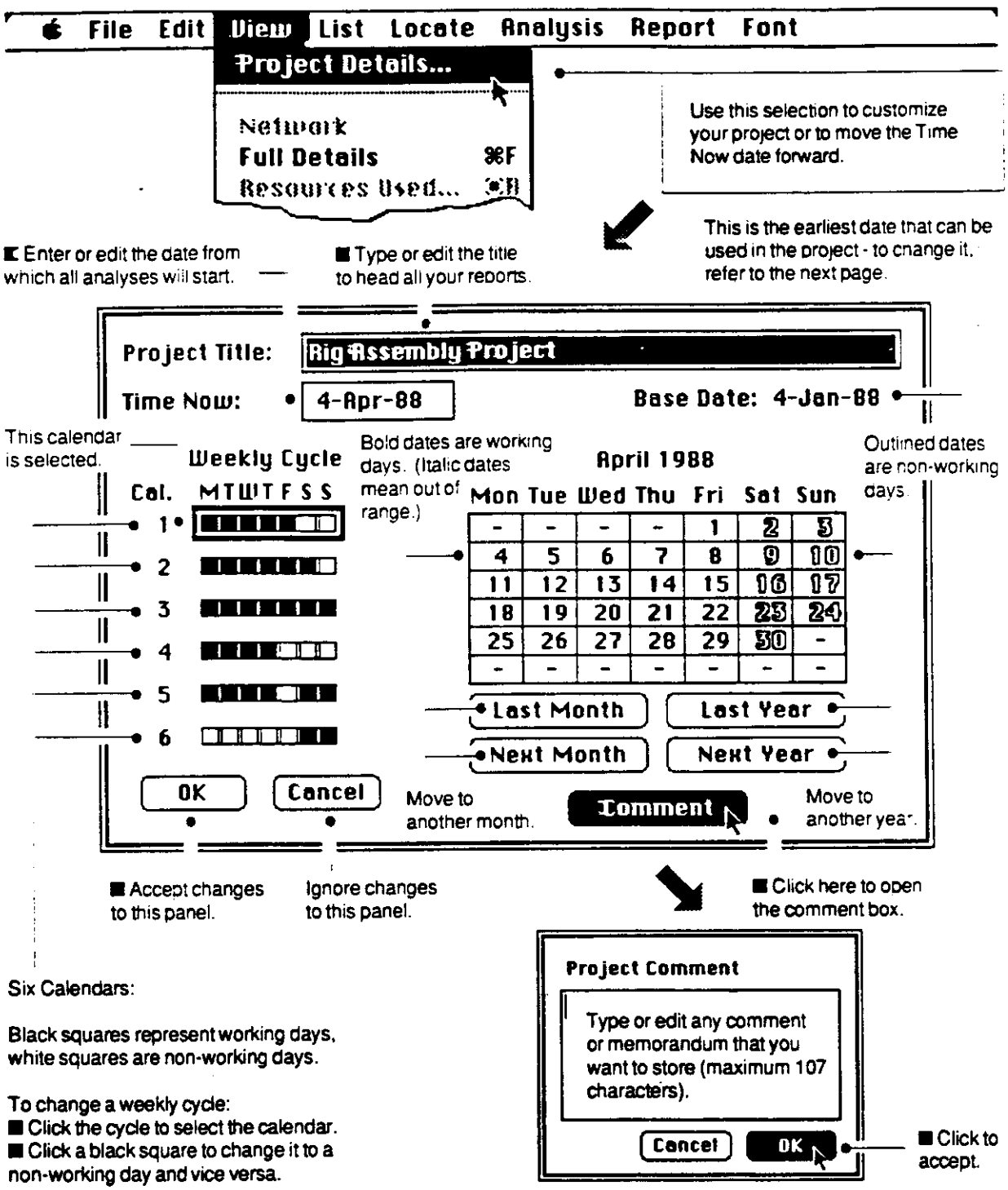


Edit Menu


File
Edit
View
List
Locate
Analysis
Report
Font
Undo ⌘Z
Cut ⌘X
Copy ⌘C
Paste ⌘V
Clear
Select All ⌘A
Clear all the text in the current description or cell.
This option is also used for removing resources from activities.


File
Edit
View
List
Locate
Analysis
Report
Font
Undo ⌘Z
Cut ⌘X
Copy ⌘C
Paste ⌘V
Clear
Select All ⌘A
Select all the text in the current description or cell for text editing purposes.

View Menu

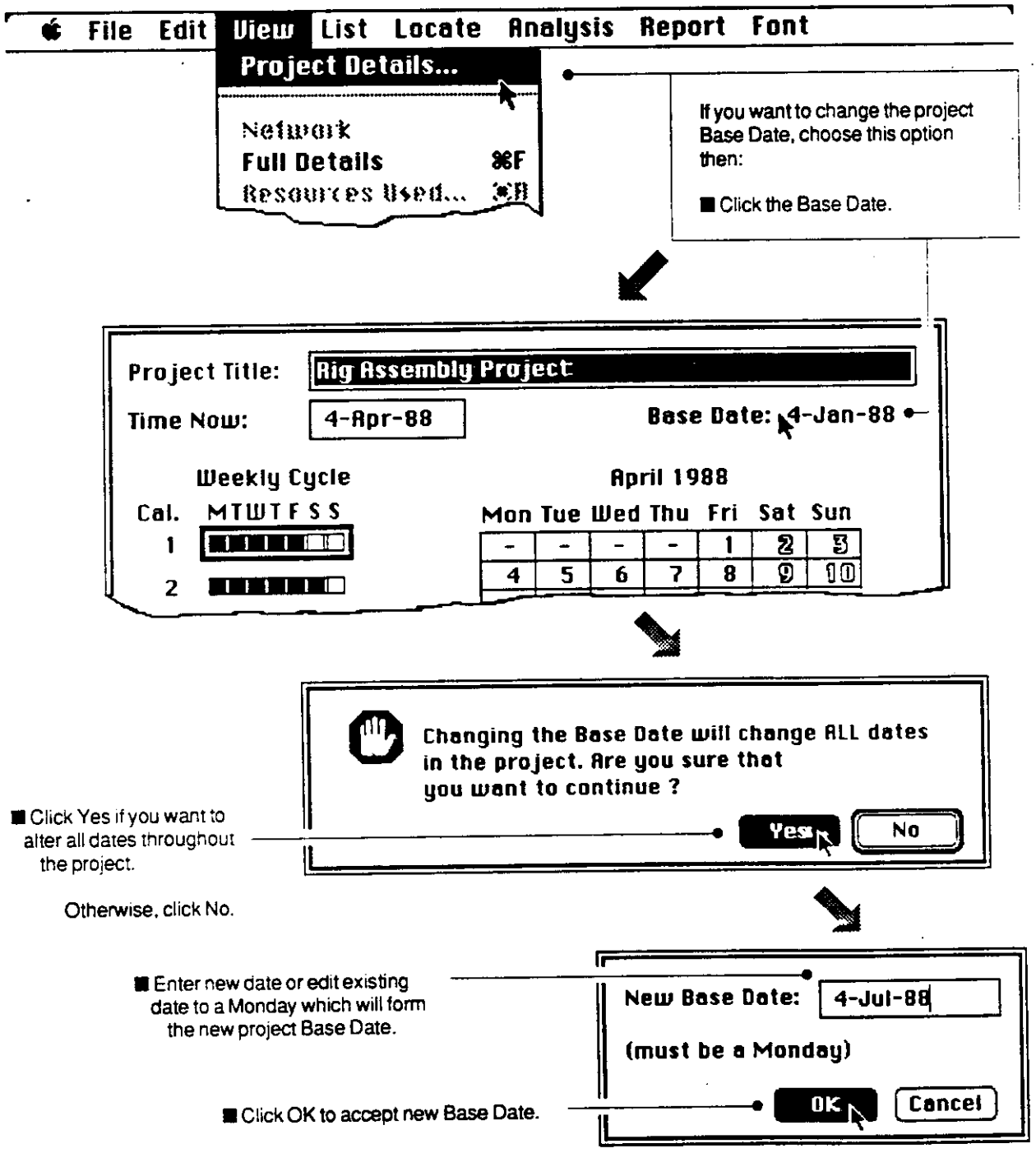

File Edit View List Locate Analysis Report Font
Project Details...
Network
Full Details ⌘F
Resources Used... ⌘R
Use this selection to customize your project or to move the Time Now date forward.
This is the earliest date that can be used in the project - to change it, refer to the next page.
■ Enter or edit the date from which all analyses will start.
■ Type or edit the title to head all your reports.
Project Title: Rig Assembly Project
Time Now: 4-Apr-88
Base Date: 4-Jan-88
This calendar is selected.
Weekly Cycle
Cal. M T W T F S S
1
2
3
4
5
6
Bold dates are working days. (Italic dates mean out of range.)
April 1988
Mon Tue Wed Thu Fri Sat Sun
- - - - 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 -
- - - - - - -
Outlined dates are non-working days.
Last Month
Last Year
Next Month
Next Year
OK
Cancel
Move to another month.
Comment
Move to another year.
■ Accept changes to this panel.
Ignore changes to this panel.
■ Click here to open the comment box.
Project Comment
Type or edit any comment or memorandum that you want to store (maximum 107 characters).
Cancel
OK
■ Click to accept.

Six Calendars:

Black squares represent working days, white squares are non-working days.

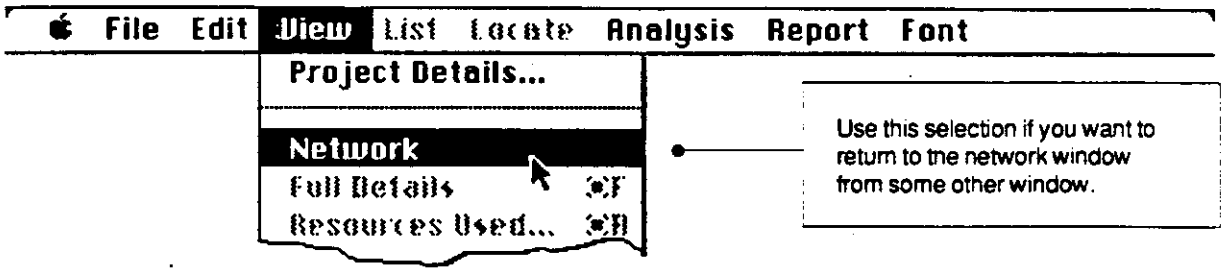
To change a weekly cycle:
■ Click the cycle to select the calendar.
■ Click a black square to change it to a non-working day and vice versa.

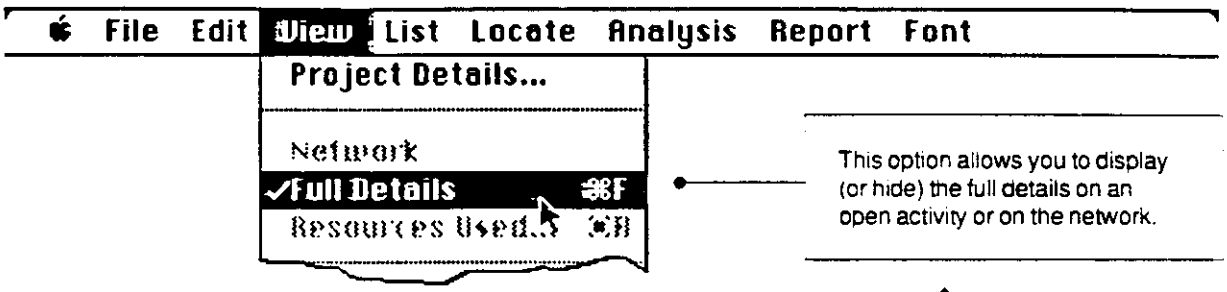
View Menu


File Edit View List Locate Analysis Report Font
Project Details...
Network
Full Details ⌘F
Resources Used... ⌘R
If you want to change the project Base Date, choose this option then:
■ Click the Base Date.
Project Title: Rig Assembly Project
Time Now: 4-Apr-88
Base Date: 4-Jan-88
Weekly Cycle
Cal. M T W T F S S
1
2
April 1988
Mon Tue Wed Thu Fri Sat Sun
- - - - 1 2 3
4 5 6 7 8 9 10
Changing the Base Date will change ALL dates in the project. Are you sure that you want to continue ?
Yes
No
■ Click Yes if you want to alter all dates throughout the project.
Otherwise, click No.
■ Enter new date or edit existing date to a Monday which will form the new project Base Date.
New Base Date: 4-Jul-88
(must be a Monday)
■ Click OK to accept new Base Date.
OK
Cancel

Note: The new Base Date is only finally accepted when you click OK in the Project Details screen.

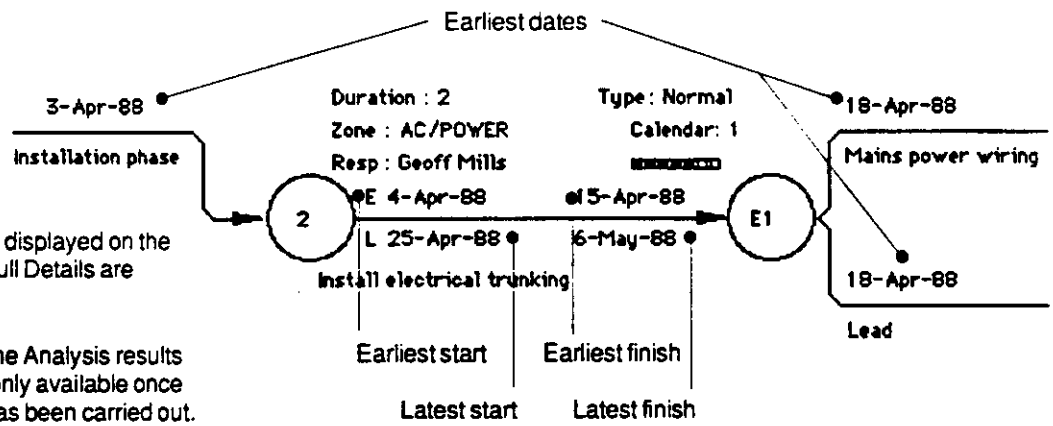
View Menu


File Edit View List Locate Analysis Report Font
Project Details...
Network
Full Details ⌘F
Resources Used... ⌘R
Use this selection if you want to return to the network window from some other window.


File Edit View List Locate Analysis Report Font
Project Details...
Network
✓Full Details ⌘F
Resources Used... ⌘R
This option allows you to display (or hide) the full details on an open activity or on the network.

This panel is displayed and activated for an open activity when Full Details are set. There is a similar panel for events.

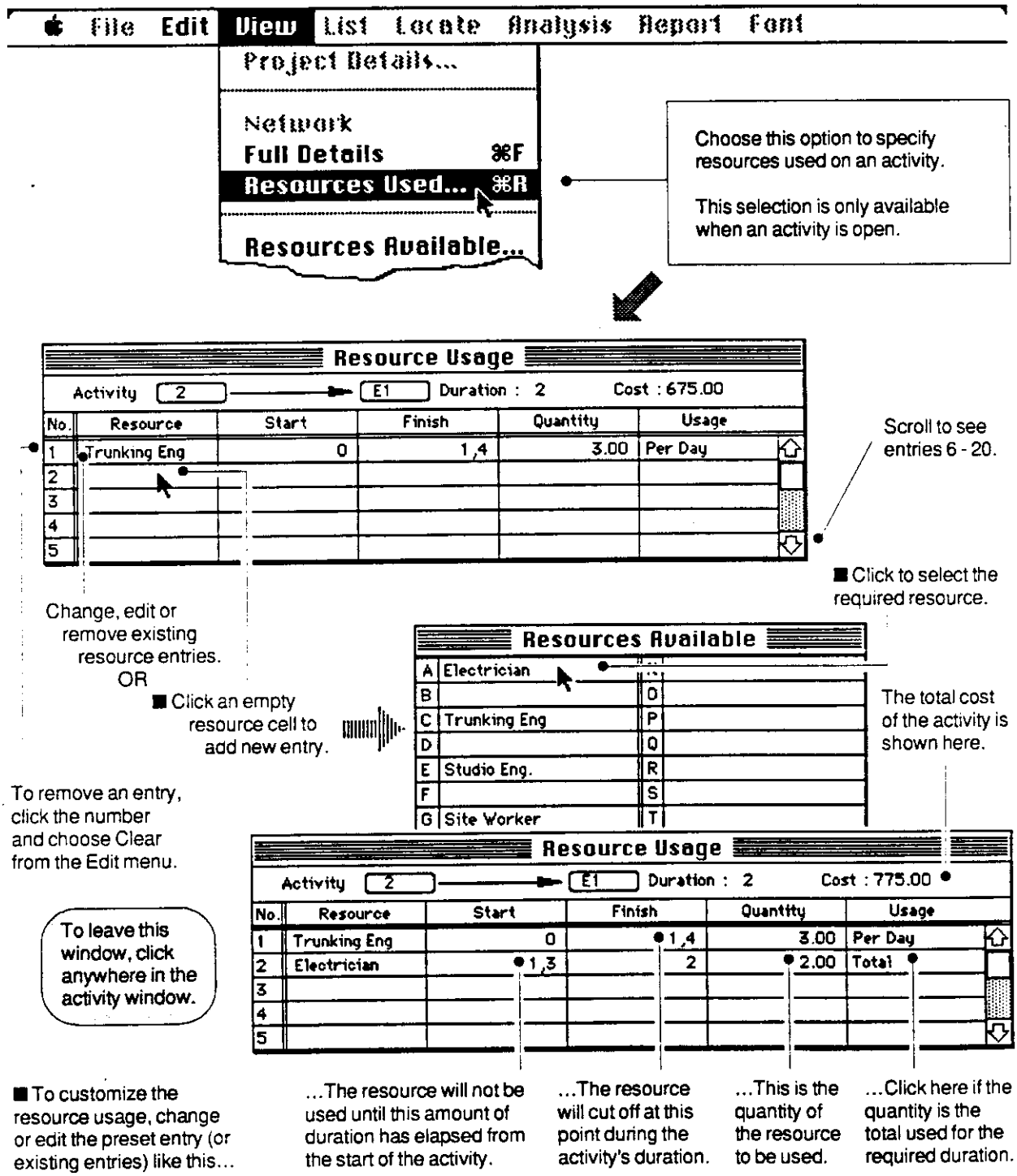
Imposed Dates	Progress Information	Analysis results	Start	Finish
Earliest:	Started :	Resource	4-Apr-88	15-Apr-88
Deadline:	Finished :	Archives		
	Balance :	Master	4-Apr-88	15-Apr-88
	Sort Code:	Interim	30-Mar-88	12-Apr-88



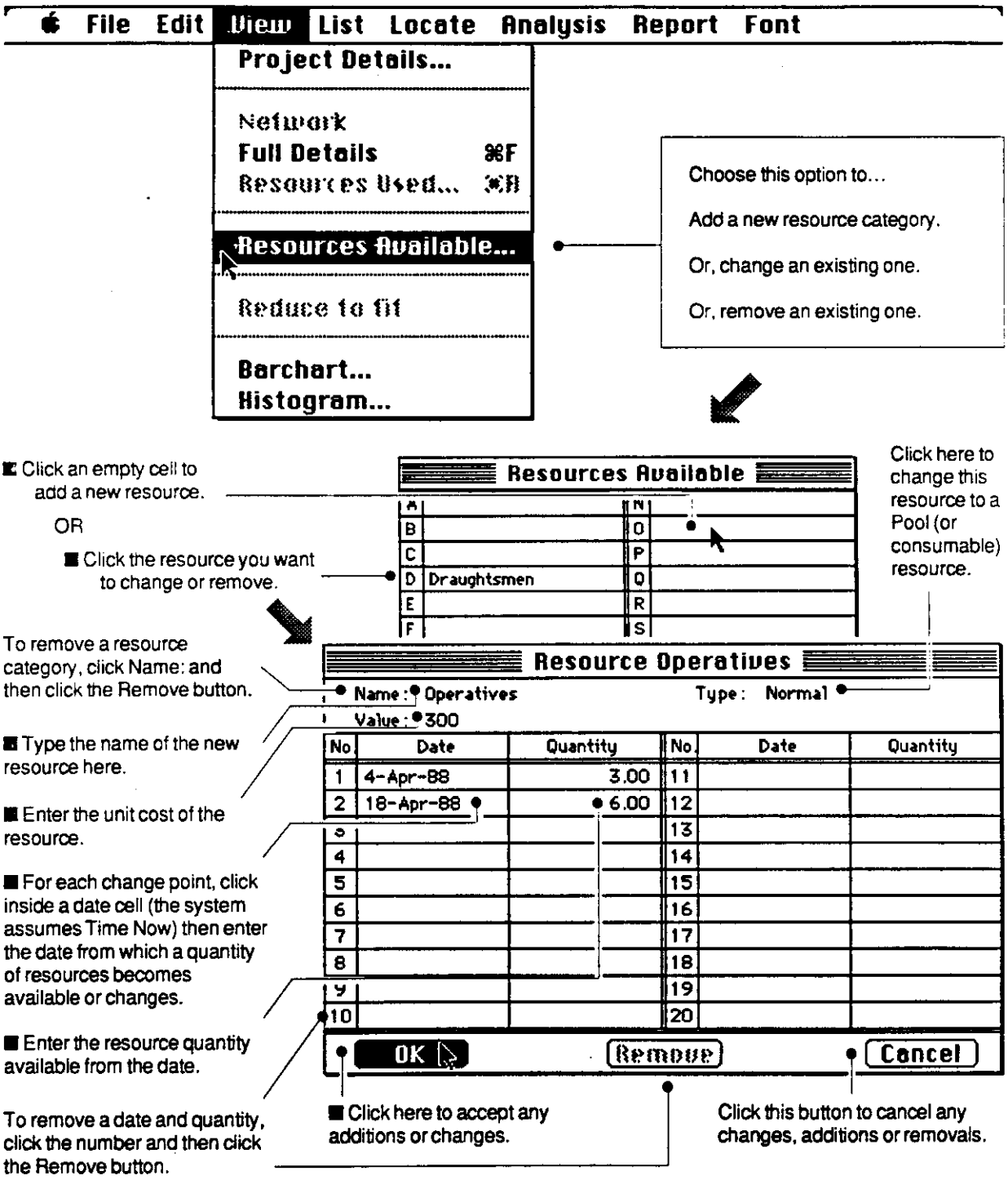
These dates are displayed on the network when Full Details are selected.

They are the Time Analysis results and, therefore, only available once Time Analysis has been carried out.

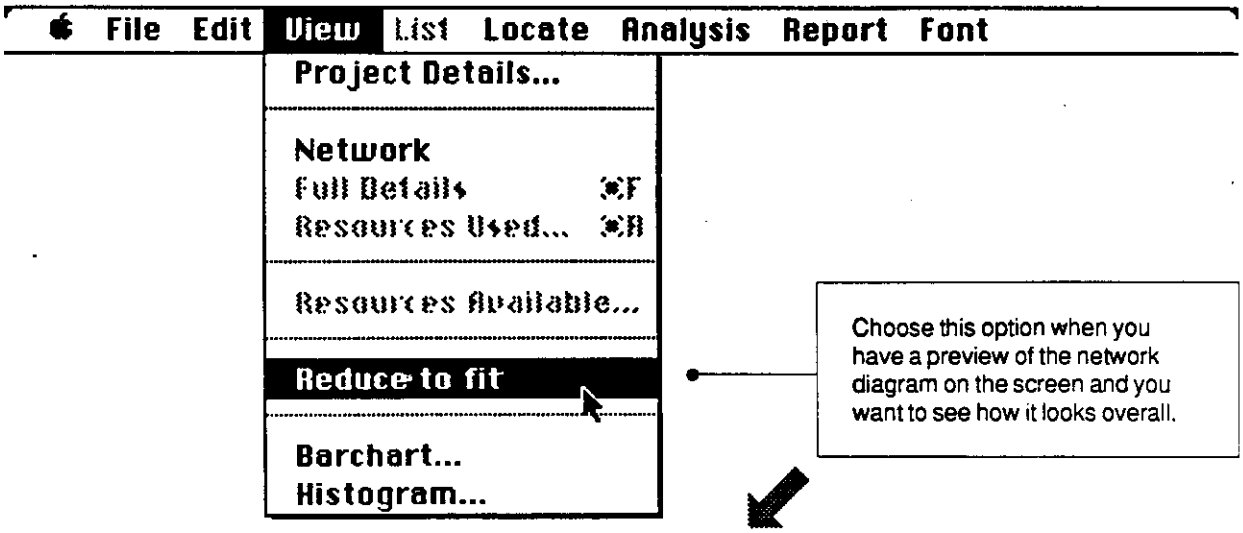
View Menu


File Edit View List Locate Analysis Report Font
Project Details...
Network
Full Details ⌘F
Resources Used... ⌘R
Resources Available...
Choose this option to specify resources used on an activity.
This selection is only available when an activity is open.
Resource Usage
Activity 2 E1 Duration : 2 Cost : 675.00
No. Resource Start Finish Quantity Usage
1 Trunking Eng 0 1.4 3.00 Per Day
2
3
4
5
Scroll to see entries 6 - 20.
■ Click to select the required resource.
Change, edit or remove existing resource entries.
OR
■ Click an empty resource cell to add new entry.
Resources Available
A Electrician
B
C Trunking Eng
D
E Studio Eng.
F
G Site Worker
O
P
Q
R
S
T
The total cost of the activity is shown here.
To remove an entry, click the number and choose Clear from the Edit menu.
Resource Usage
Activity 2 E1 Duration : 2 Cost : 775.00
No. Resource Start Finish Quantity Usage
1 Trunking Eng 0 1.4 3.00 Per Day
2 Electrician 1.3 2 2.00 Total
3
4
5
To leave this window, click anywhere in the activity window.
■ To customize the resource usage, change or edit the preset entry (or existing entries) like this...
...The resource will not be used until this amount of duration has elapsed from the start of the activity.
...The resource will cut off at this point during the activity's duration.
...This is the quantity of the resource to be used.
...Click here if the quantity is the total used for the required duration.

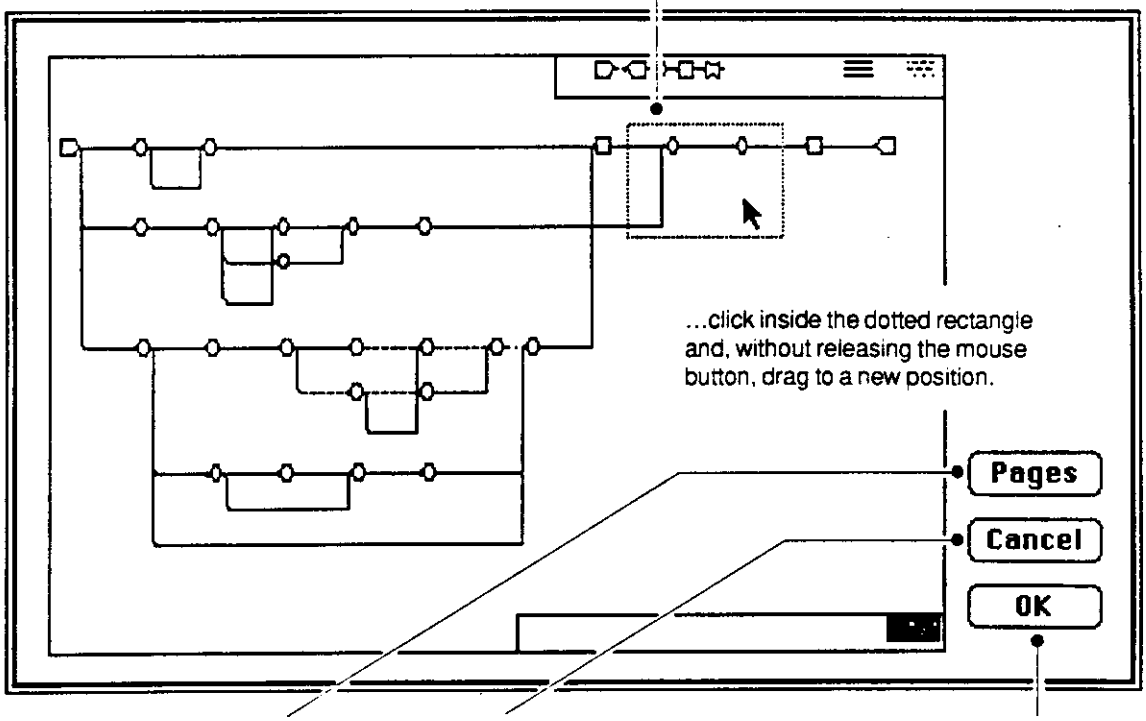
View Menu


File Edit View List Locate Analysis Report Font
Project Details...
Network
Full Details ⌘F
Resources Used... ⌘R
Resources Available...
Reduce to fit
Barchart...
Histogram...
Choose this option to...
Add a new resource category.
Or, change an existing one.
Or, remove an existing one.
Click an empty cell to add a new resource.
OR
Click the resource you want to change or remove.
Resources Available
Draughtsmen
Click here to change this resource to a Pool (or consumable) resource.
To remove a resource category, click Name: and then click the Remove button.
Type the name of the new resource here.
Enter the unit cost of the resource.
For each change point, click inside a date cell (the system assumes Time Now) then enter the date from which a quantity of resources becomes available or changes.
Enter the resource quantity available from the date.
To remove a date and quantity, click the number and then click the Remove button.
Resource Operatives
Name : Operatives
Type : Normal
Value : 300
No. Date Quantity
1 4-Apr-88 3.00
2 18-Apr-88 6.00
OK
Remove
Cancel
Click here to accept any additions or changes.
Click this button to cancel any changes, additions or removals.

View Menu


File Edit View List Locate Analysis Report Font
Project Details...
Network
Full Details ⌘F
Resources Used... ⌘R
Resources Available...
Reduce to fit
Barchart...
Histogram...
Choose this option when you have a preview of the network diagram on the screen and you want to see how it looks overall.

The dotted rectangle represents the position of the full screen on the network prior to reducing. To reposition the screen view, move the dotted rectangle like this...

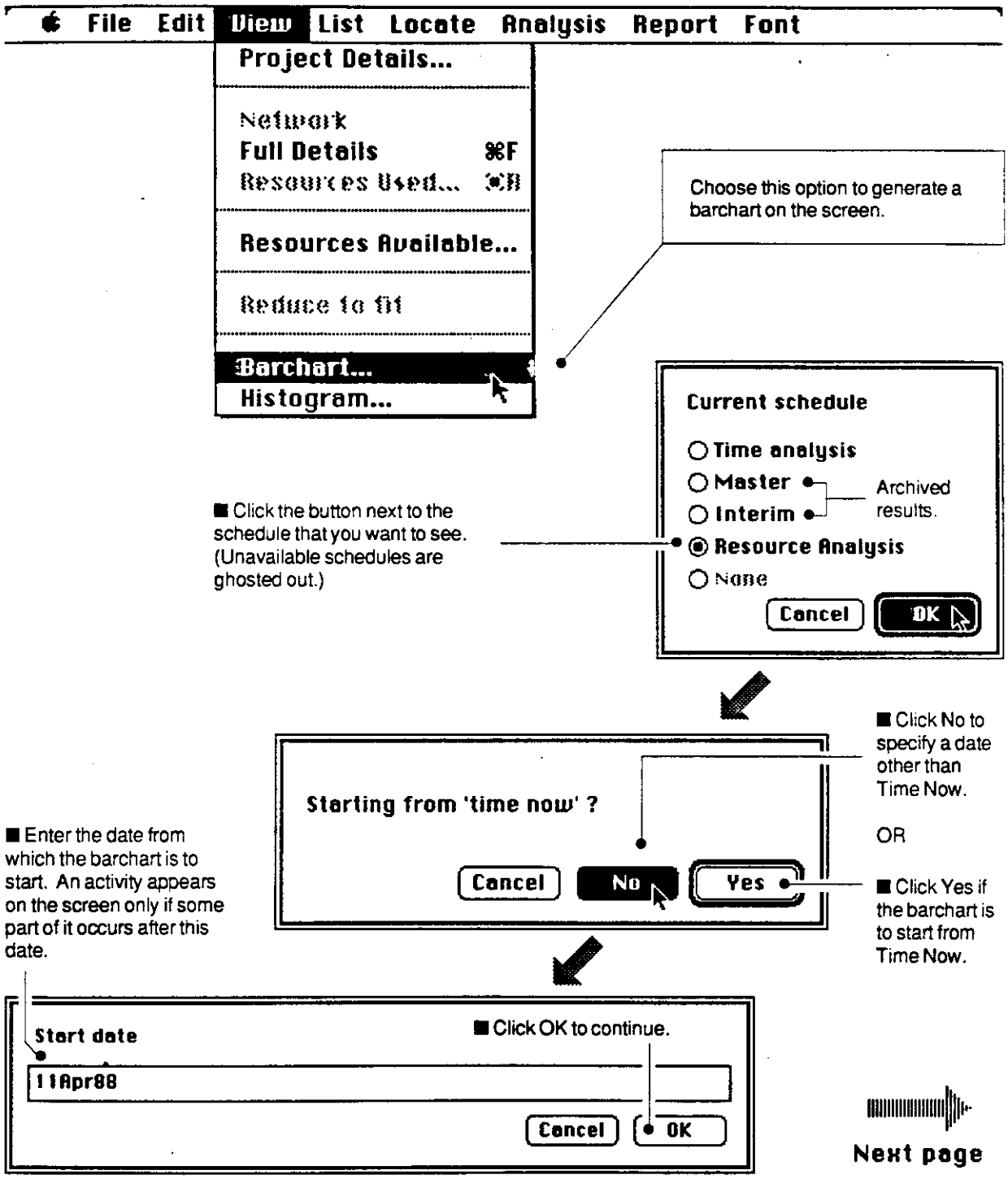


Click Pages to see the overall pagination of the network diagram.

Click here to return to screen where you left it.

Click OK to move the screen view to the revised rectangle position.

View Menu


File Edit View List Locate Analysis Report Font
Project Details...
Network
Full Details ⌘F
Resources Used... ⌘B
Resources Available...
Reduce to fit
Barchart...
Histogram...
Choose this option to generate a barchart on the screen.
Current schedule
Time analysis
Master
Interim
Archived results.
Resource Analysis
None
Cancel
OK
■ Click the button next to the schedule that you want to see. (Unavailable schedules are ghosted out.)
Starting from 'time now' ?
Cancel
No
Yes
■ Click No to specify a date other than Time Now.
OR
■ Click Yes if the barchart is to start from Time Now.
■ Enter the date from which the barchart is to start. An activity appears on the screen only if some part of it occurs after this date.
Start date
11Apr88
Cancel
OK
■ Click OK to continue.

Next page

View Menu

From last page

Activity Selection

Use these buttons to narrow down the categories of activity which will appear.

Responsibilities	◉ all	○ selected
Zones	◉ all	○ selected
Resources	◉ all	○ selected
Types	○ all	◉ selected

These options are explained later under the Report menu.

The activity selection screen is preset to include all activities except dummies, leads and lags. If this adequate then just click OK.

Note: Screen barcharts display activities in date order.

■ Click OK to proceed.

Cancel | OK

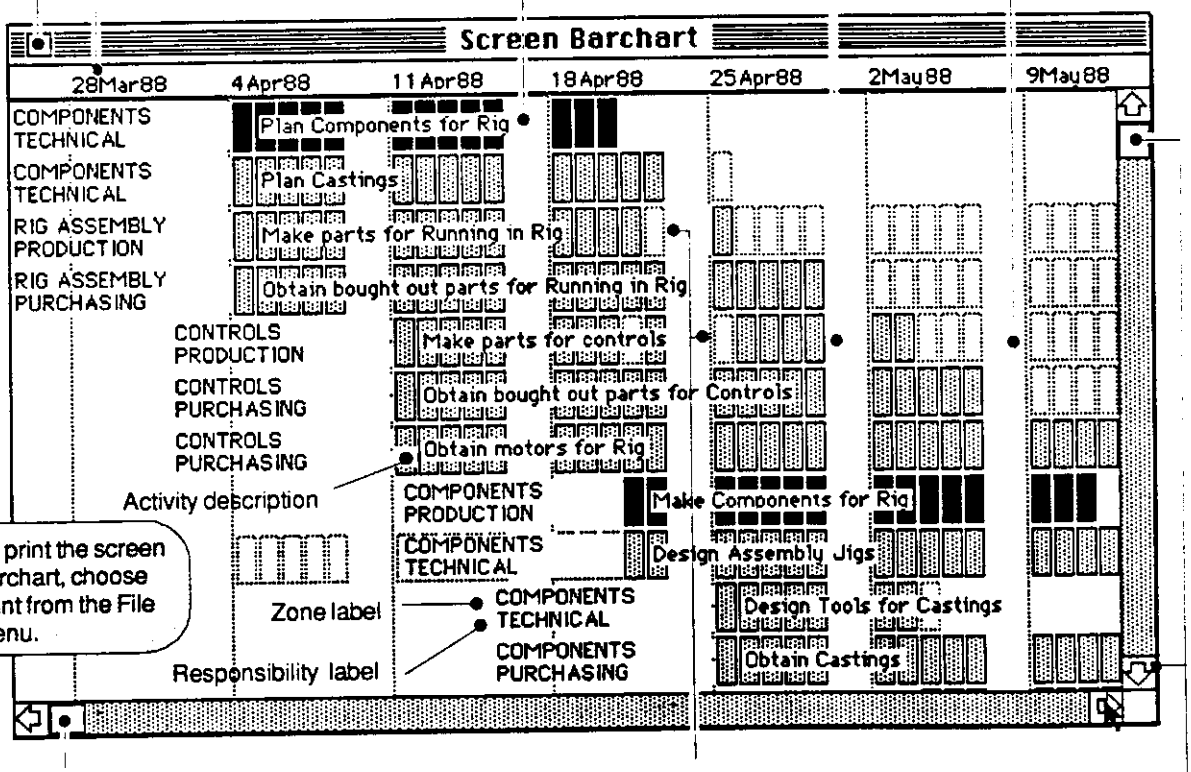
■ 'Close' box to leave barchart.

Date of vertical line (Mondays).

Black bars (or red on color systems) are critical - they have no float.

Shaded bars have spare time (float).

The spare time (float) is shown ghosted.



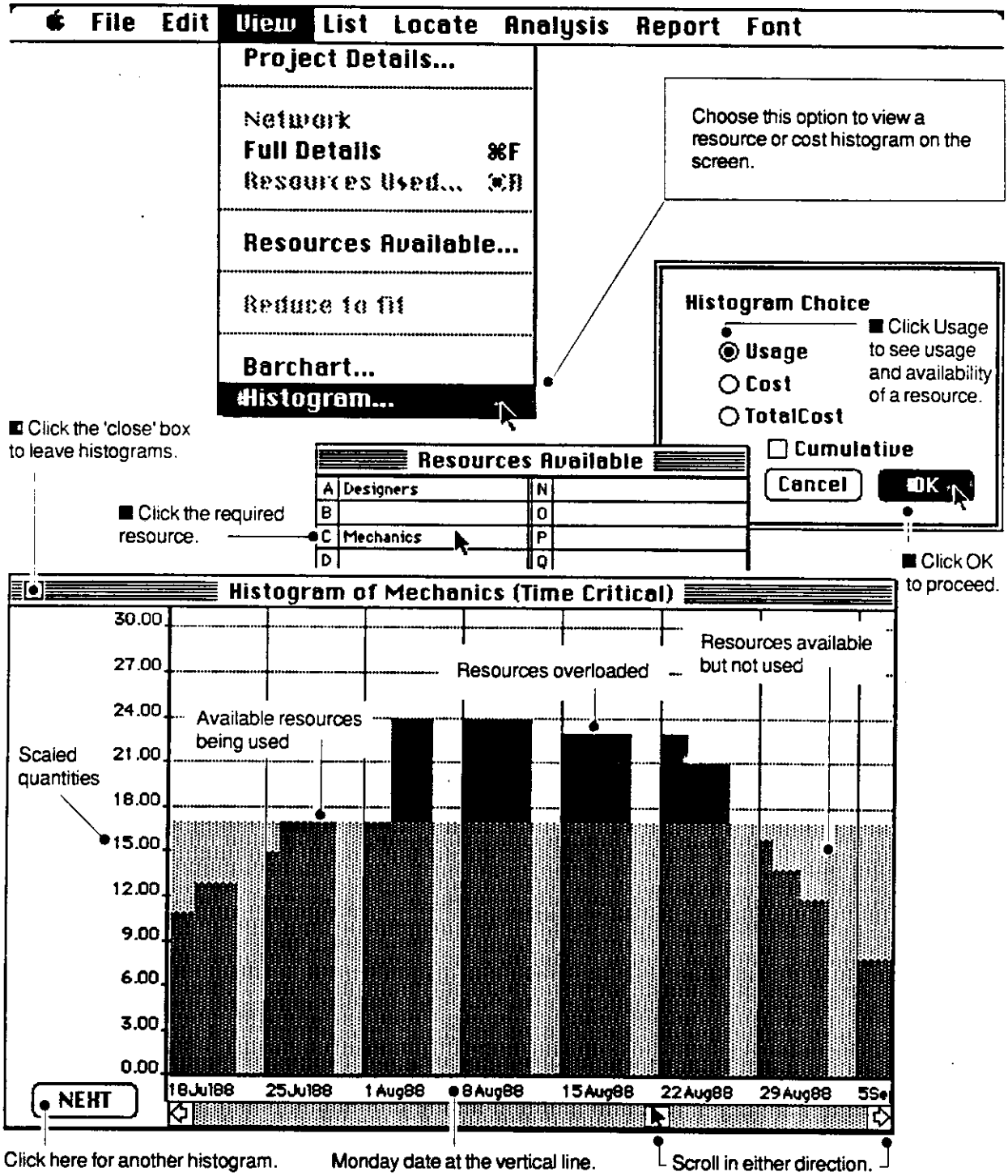
To print the screen barchart, choose Print from the File menu.

■ Scroll horizontally to keep calendar range in view.

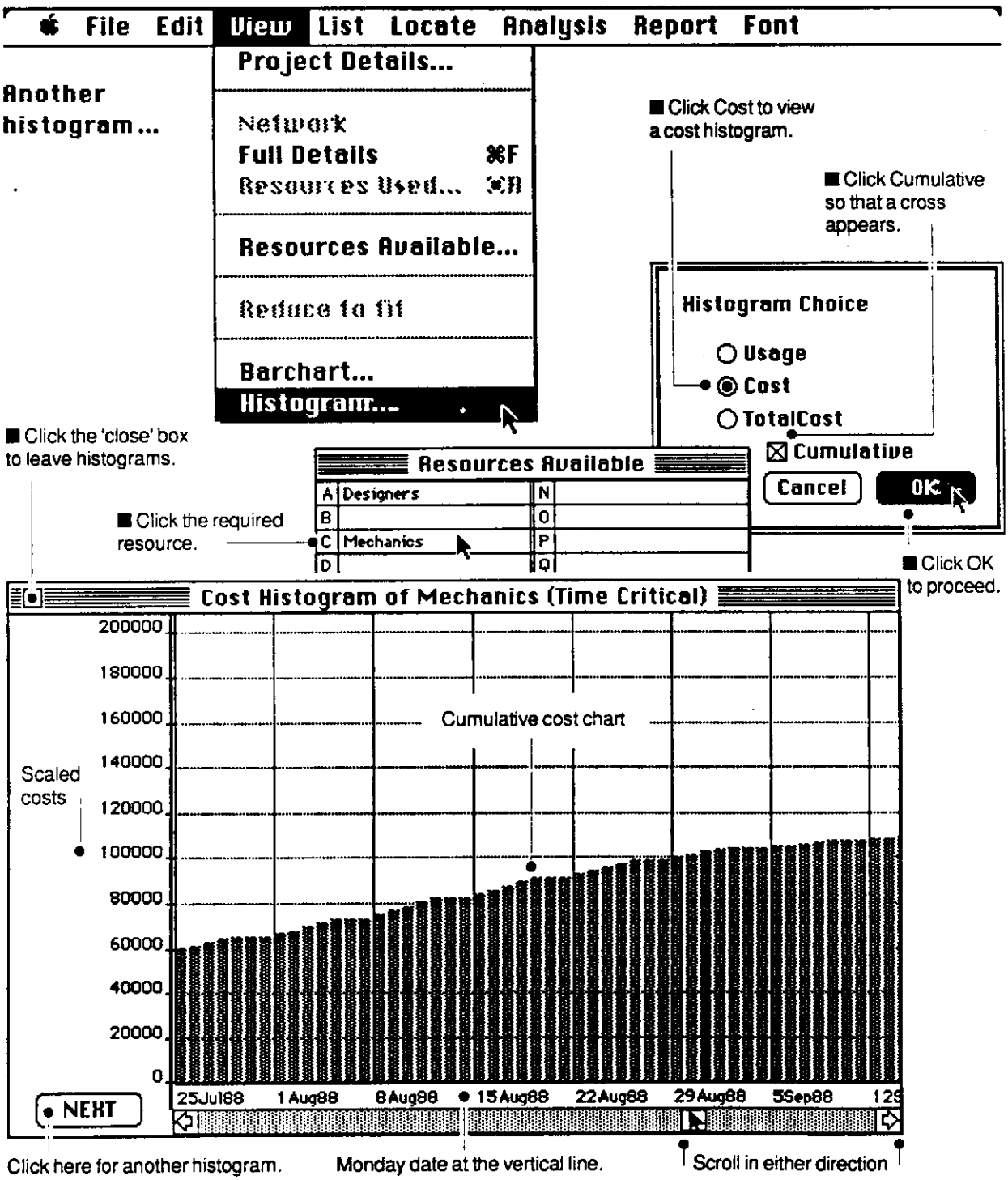
Activities can be split or delayed by Resource Analysis.

■ Scroll down to see more activities.

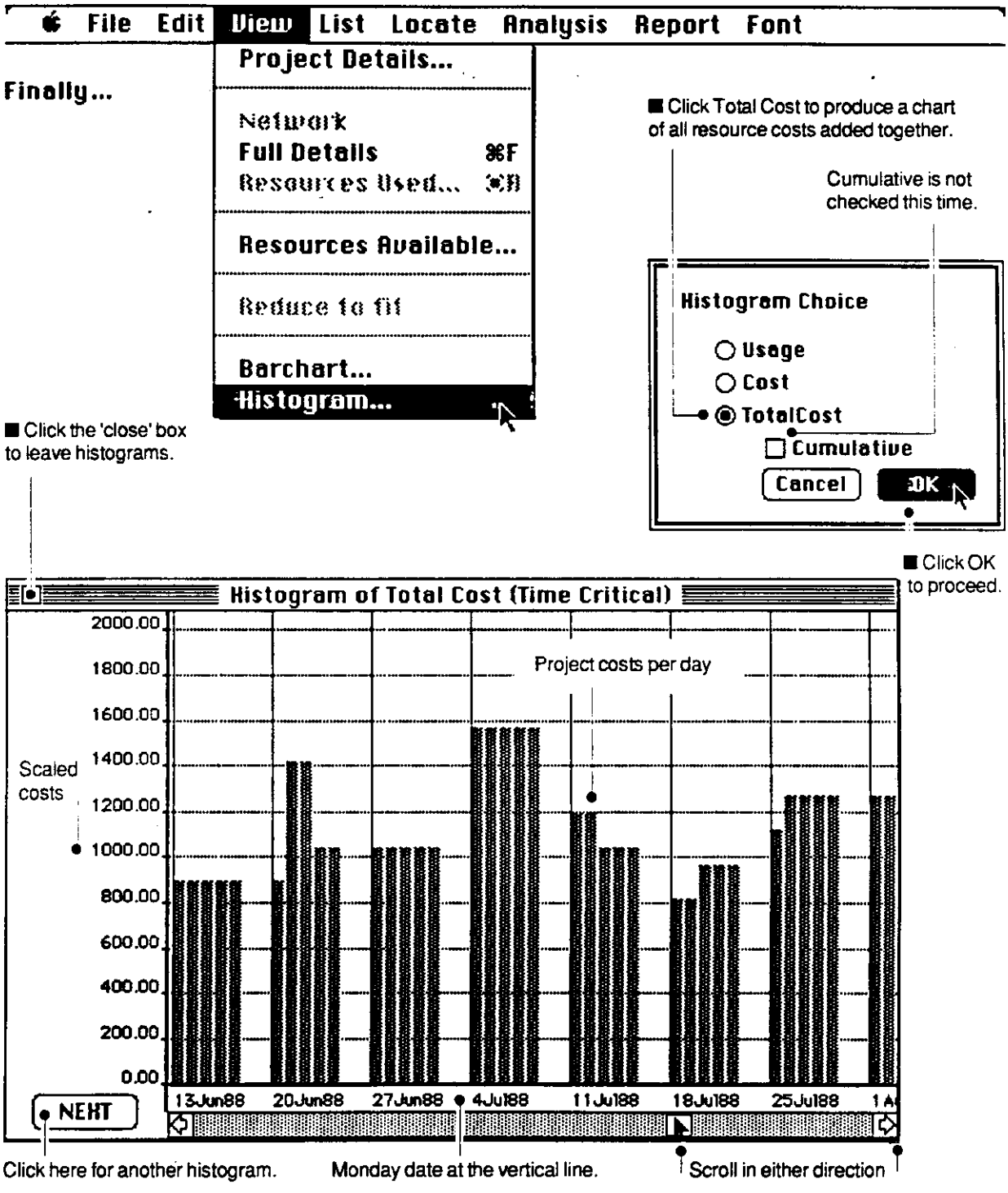
View Menu


File Edit View List Locate Analysis Report Font
Project Details...
Network
Full Details ⌘F
Resources Used... ⌘U
Resources Available...
Reduce to fit
Barchart...
Histogram...
Choose this option to view a resource or cost histogram on the screen.
Histogram Choice
Usage
Cost
TotalCost
Cumulative
Cancel
OK
Click Usage to see usage and availability of a resource.
Click the 'close' box to leave histograms.
Click the required resource.
Resources Available
A Designers
B
C Mechanics
D
N
O
P
Q
Click OK to proceed.
Histogram of Mechanics (Time Critical)
30.00
27.00
24.00
21.00
18.00
15.00
12.00
9.00
6.00
3.00
0.00
Scaled quantities
Resources overloaded
Resources available but not used
Available resources being used
18Jul88
25Jul88
1Aug88
8Aug88
15Aug88
22Aug88
29Aug88
NEXT
Click here for another histogram.
Monday date at the vertical line.
Scroll in either direction.

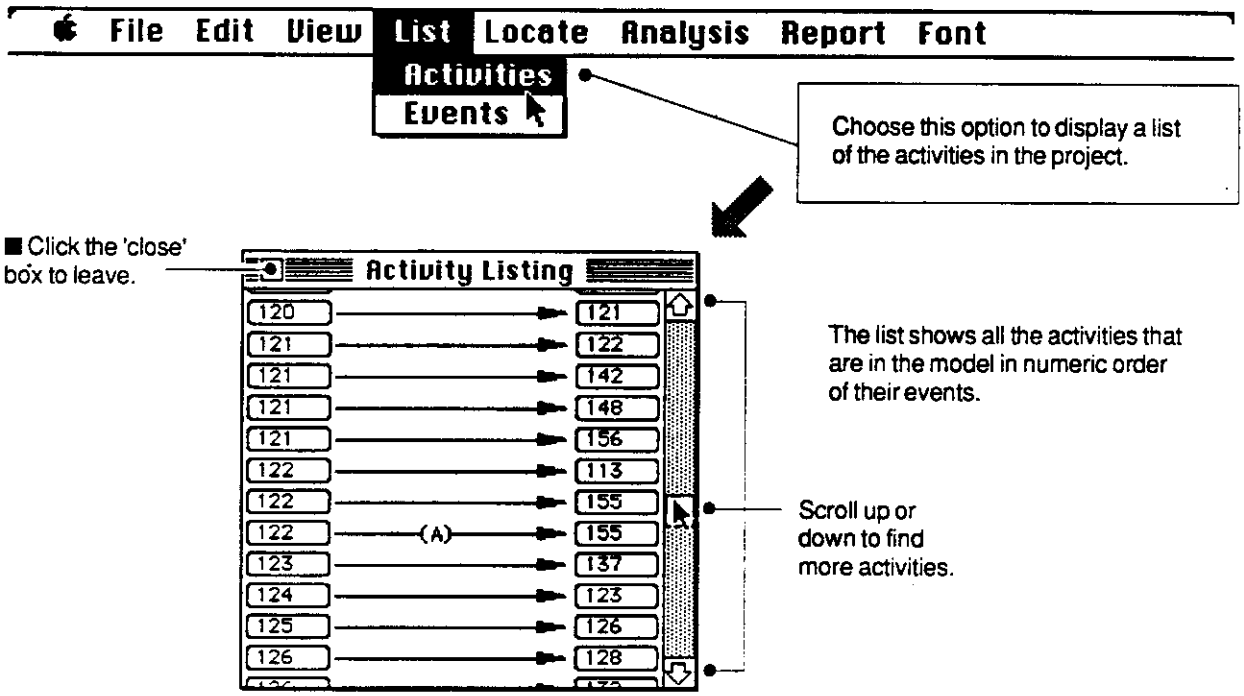
View Menu

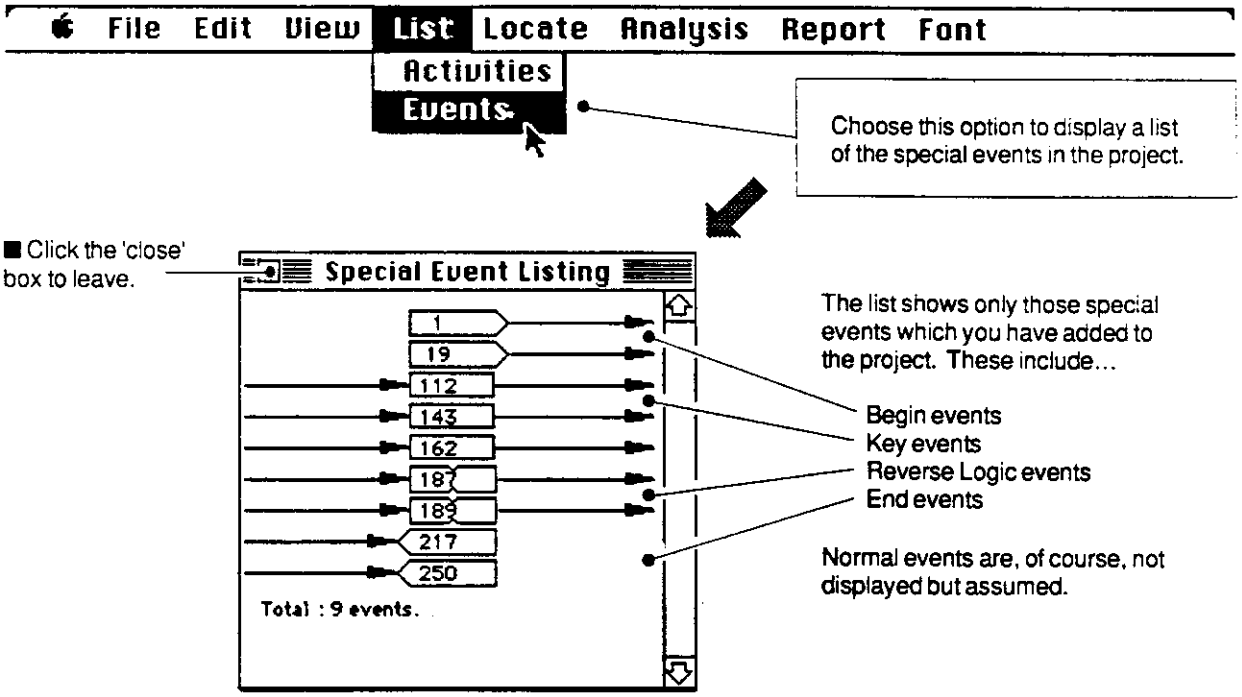

File Edit View List Locate Analysis Report Font
Another histogram...
Project Details...
Network
Full Details ⌘F
Resources Used... ⌘R
Resources Available...
Reduce to fit
Barchart...
Histogram...
Click Cost to view a cost histogram.
Click Cumulative so that a cross appears.
Histogram Choice
Usage
Cost
TotalCost
Cumulative
Cancel
OK
Click the 'close' box to leave histograms.
Click the required resource.
Resources Available
A Designers
B
C Mechanics
D
N
O
P
Q
Click OK to proceed.
Cost Histogram of Mechanics (Time Critical)
200000
180000
160000
140000
120000
100000
80000
60000
40000
20000
0
Scaled costs
Cumulative cost chart
NEXT
25Jul88
1Aug88
8Aug88
15Aug88
22Aug88
29Aug88
5Sep88
Click here for another histogram.
Monday date at the vertical line.
Scroll in either direction

View Menu

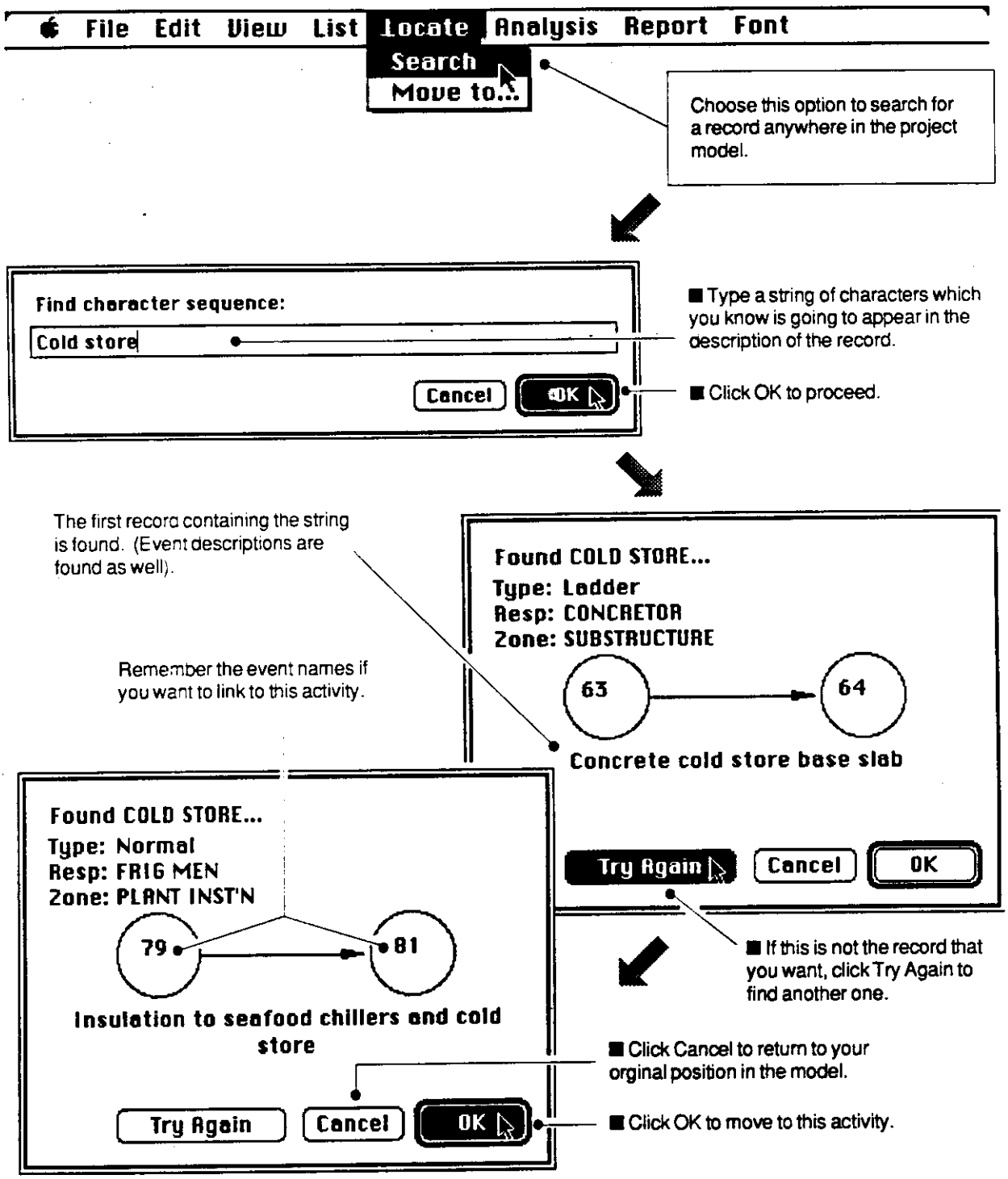

File Edit View List Locate Analysis Report Font
Project Details...
Network
Full Details ⌘F
Resources Used... ⌘U
Resources Available...
Reduce to fit
Barchart...
Histogram...
Finally...
■ Click Total Cost to produce a chart of all resource costs added together.
Cumulative is not checked this time.
Histogram Choice
Usage
Cost
TotalCost
Cumulative
Cancel
OK
■ Click the 'close' box to leave histograms.
■ Click OK to proceed.
Histogram of Total Cost (Time Critical)
Project costs per day
Scaled costs
2000.00
1800.00
1600.00
1400.00
1200.00
1000.00
800.00
600.00
400.00
200.00
0.00
13Jun88
20Jun88
27Jun88
4Jul88
11Jul88
18Jul88
25Jul88
NEXT
Click here for another histogram.
Monday date at the vertical line.
Scroll in either direction

List Menu

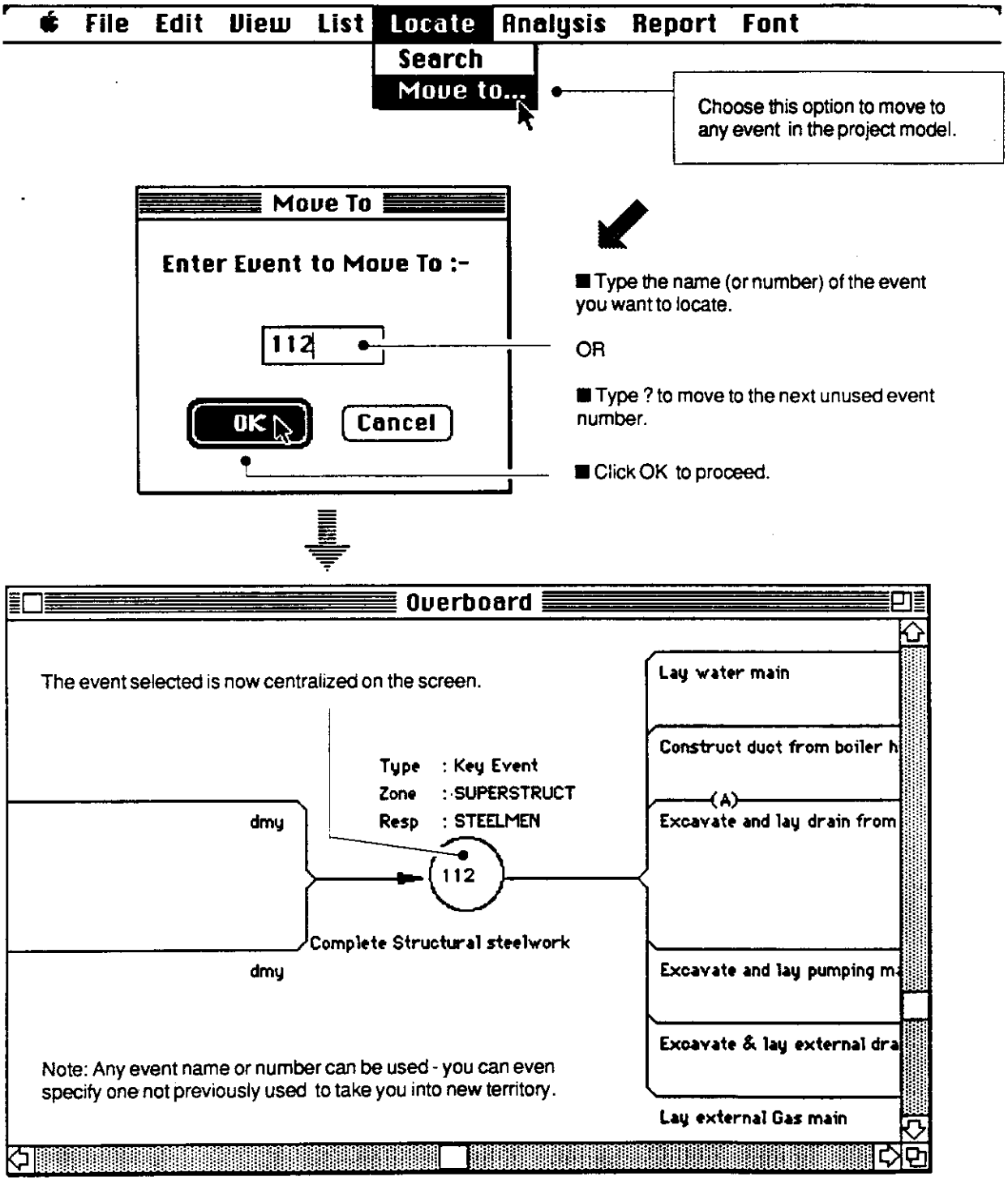

File Edit View List Locate Analysis Report Font
Activities
Events
Choose this option to display a list of the activities in the project.
■ Click the 'close' box to leave.
Activity Listing
120 121
121 122
121 142
121 148
121 156
122 113
122 155
122 (A) 155
123 137
124 123
125 126
126 128
The list shows all the activities that are in the model in numeric order of their events.
Scroll up or down to find more activities.


File Edit View List Locate Analysis Report Font
Activities
Events
Choose this option to display a list of the special events in the project.
■ Click the 'close' box to leave.
Special Event Listing
1
19
112
143
162
187
189
217
250
Total : 9 events.
The list shows only those special events which you have added to the project. These include...
Begin events
Key events
Reverse Logic events
End events
Normal events are, of course, not displayed but assumed.

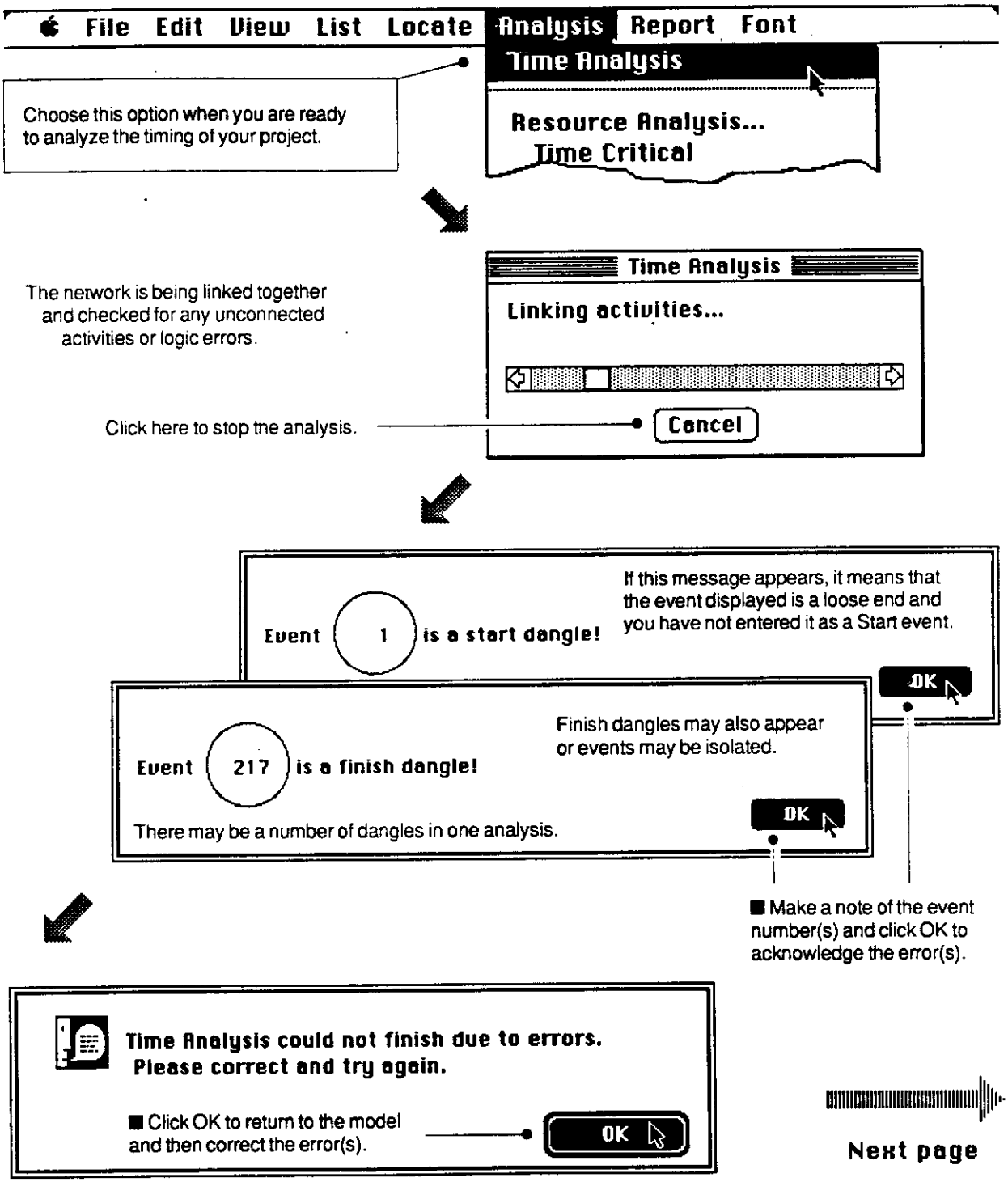
Locate Menu


File Edit View List Locate Analysis Report Font
Search
Move to...
Choose this option to search for a record anywhere in the project model.
Find character sequence:
Cold store
Cancel
OK
■ Type a string of characters which you know is going to appear in the description of the record.
■ Click OK to proceed.
The first record containing the string is found. (Event descriptions are found as well).
Remember the event names if you want to link to this activity.
Found COLD STORE...
Type: Ladder
Resp: CONCRETOR
Zone: SUBSTRUCTURE
63
64
Concrete cold store base slab
Try Again
Cancel
OK
■ If this is not the record that you want, click Try Again to find another one.
Found COLD STORE...
Type: Normal
Resp: FRIG MEN
Zone: PLANT INST'N
79
81
Insulation to seafood chillers and cold store
Try Again
Cancel
OK
■ Click Cancel to return to your orginal position in the model.
■ Click OK to move to this activity.

Locate Menu


File Edit View List Locate Analysis Report Font
Search
Move to...
Choose this option to move to any event in the project model.
Move To
Enter Event to Move To :-
112
OK
Cancel
■ Type the name (or number) of the event you want to locate.
OR
■ Type ? to move to the next unused event number.
■ Click OK to proceed.
Overboard
The event selected is now centralized on the screen.
Type : Key Event
Zone : SUPERSTRUCT
Resp : STEELMEN
dmy
112
Complete Structural steelwork
dmy
Lay water main
Construct duct from boiler h
(A)
Excavate and lay drain from
Excavate and lay pumping m
Excavate & lay external dra
Lay external Gas main
Note: Any event name or number can be used - you can even specify one not previously used to take you into new territory.

Analysis Menu


File Edit View List Locate Analysis Report Font
Time Analysis
Resource Analysis...
Time Critical
Choose this option when you are ready to analyze the timing of your project.
Time Analysis
Linking activities...
Cancel
The network is being linked together and checked for any unconnected activities or logic errors.
Click here to stop the analysis.
Event 1 is a start dangle!
If this message appears, it means that the event displayed is a loose end and you have not entered it as a Start event.
OK
Event 217 is a finish dangle!
Finish dangles may also appear or events may be isolated.
There may be a number of dangles in one analysis.
OK
■ Make a note of the event number(s) and click OK to acknowledge the error(s).
Time Analysis could not finish due to errors. Please correct and try again.
■ Click OK to return to the model and then correct the error(s).
OK

Next page

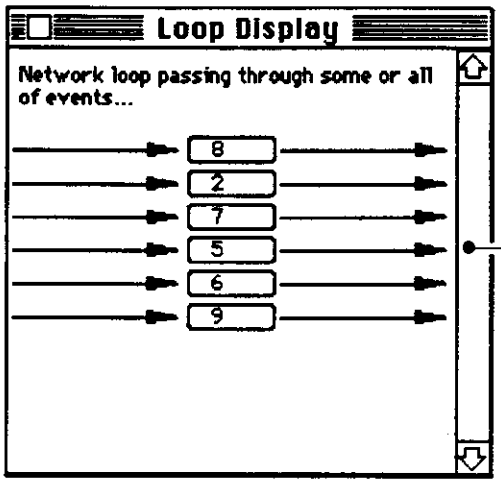
Analysis Menu

From last page

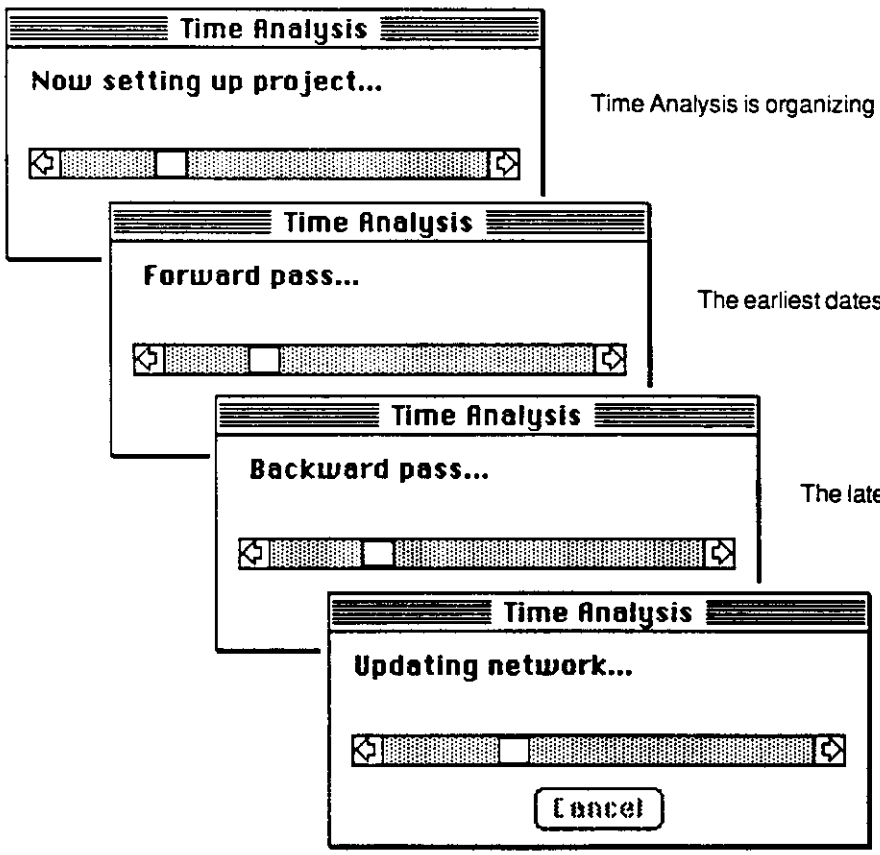
If this window appears, return to the model and trace the path(s) which pass through the listed events.

■ Correct the false logic which is causing the loop.

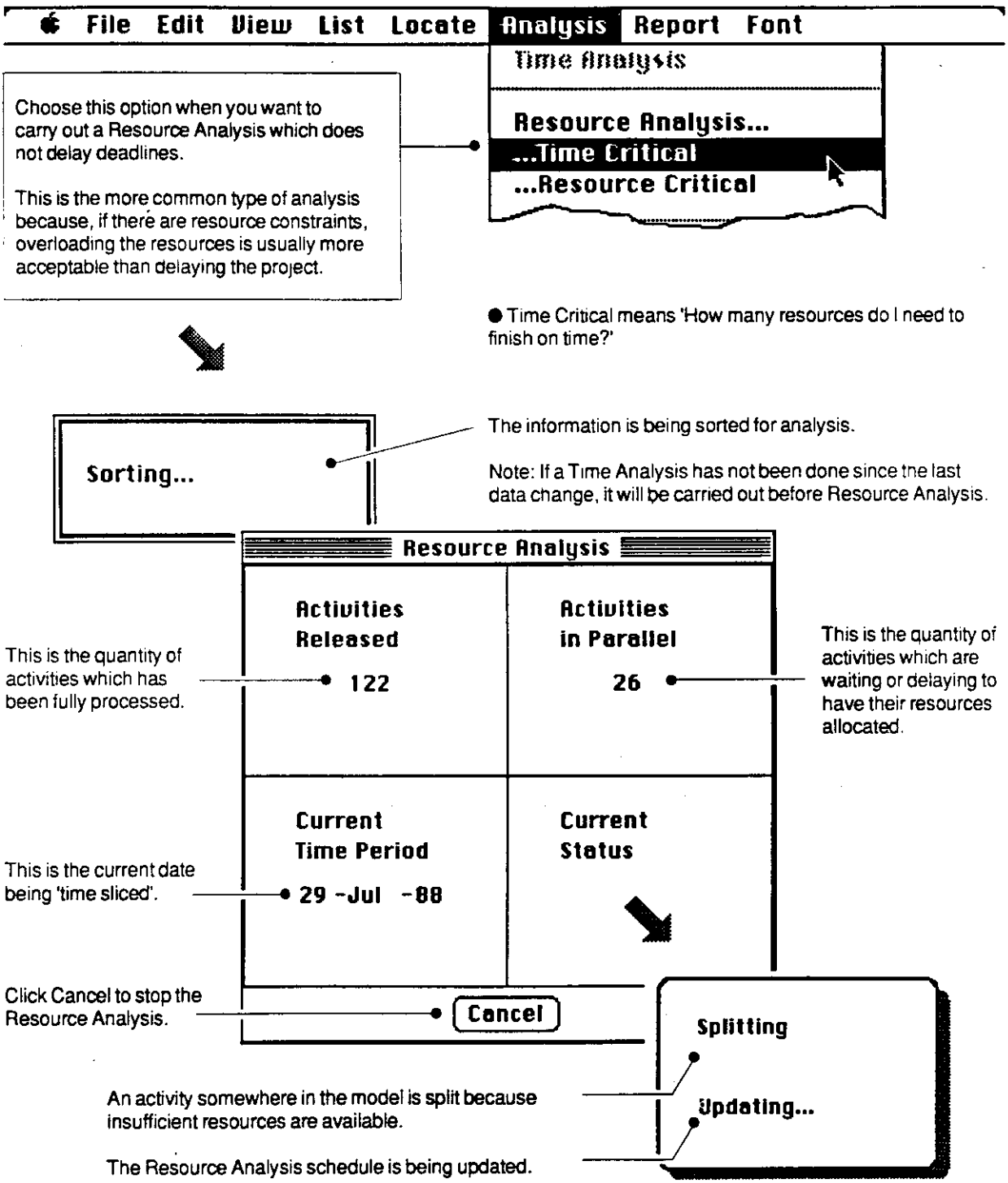
If you need a listing of these events, take a screen print as described in your *Macintosh* user guide.



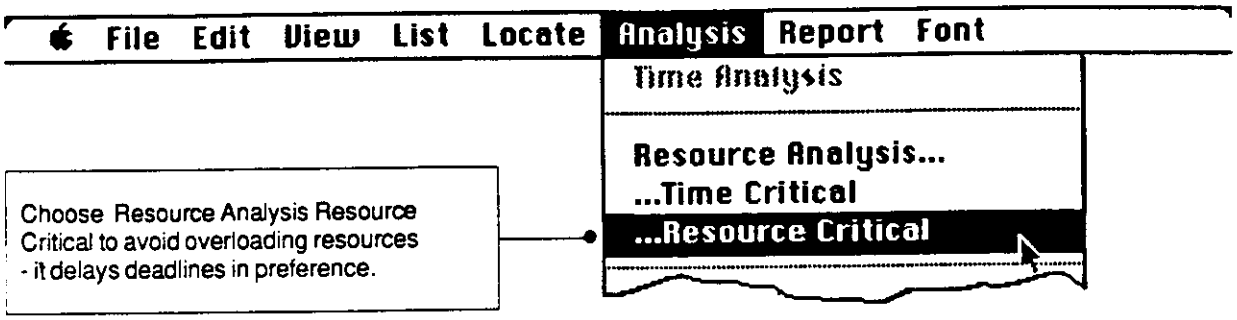
When the model is correct...



Analysis Menu


File Edit View List Locate Analysis Report Font
Time Analysis
Resource Analysis...
...Time Critical
...Resource Critical
Choose this option when you want to carry out a Resource Analysis which does not delay deadlines.
This is the more common type of analysis because, if there are resource constraints, overloading the resources is usually more acceptable than delaying the project.
● Time Critical means 'How many resources do I need to finish on time?'
Sorting...
The information is being sorted for analysis.
Note: If a Time Analysis has not been done since the last data change, it will be carried out before Resource Analysis.
Resource Analysis
Activities Released
122
Activities in Parallel
26
This is the quantity of activities which has been fully processed.
This is the quantity of activities which are waiting or delaying to have their resources allocated.
Current Time Period
29 -Jul -88
Current Status
This is the current date being 'time sliced'.
Click Cancel to stop the Resource Analysis.
Cancel
Splitting
Updating...
An activity somewhere in the model is split because insufficient resources are available.
The Resource Analysis schedule is being updated.

Analysis Menu

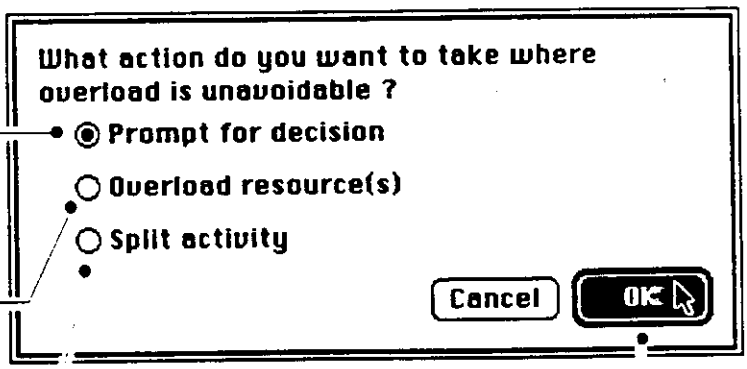


Choose Resource Analysis Resource Critical to avoid overloading resources - it delays deadlines in preference.

Note: This analysis continues to delay activities until there are enough resources available. This means that, if an activity somewhere in the model uses more of a resource than is ever available, the analysis continues up to the end of the calendar.

● Resource Critical means 'How long will it take with the resources I have got?'

During Resource Analysis Resource Critical, situations may arise which can only be resolved by *splitting* Non-Split or Consecutive activities or *overloading* the resources...



■ Click this button to supervise the analysis and decide the course of action for each situation as it occurs.

OR,

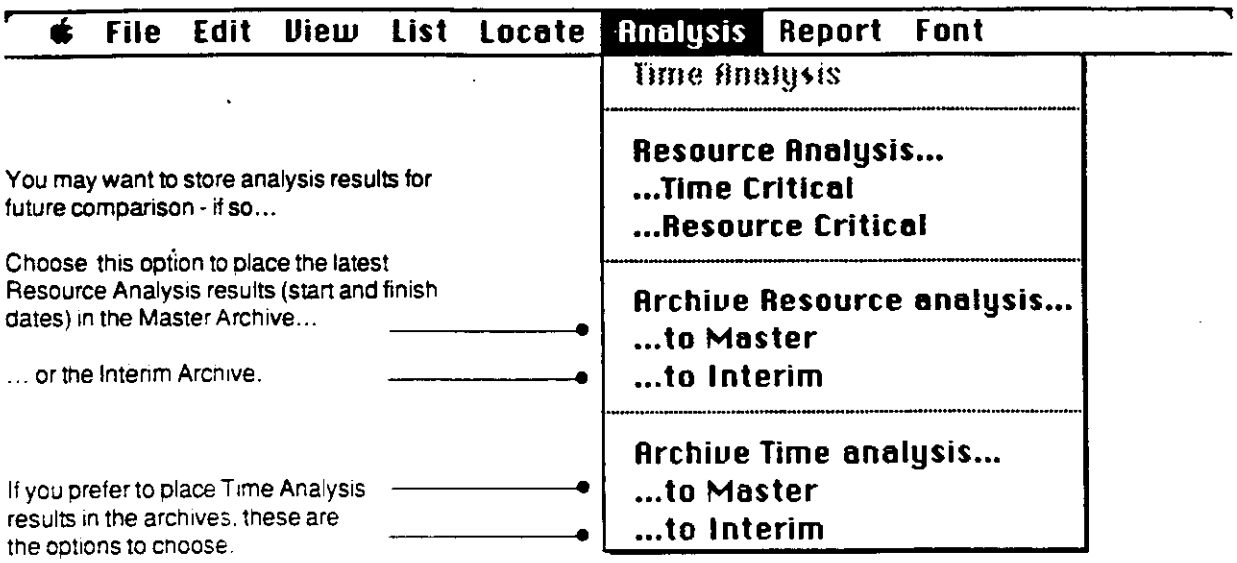
■ Click here to always overload resources in preference to interrupting any activities which are under restriction not to split.

OR,

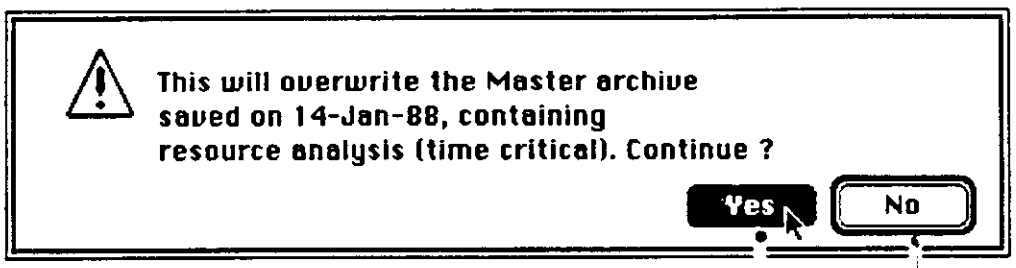
■ Click here to split Non-Split or Consecutive activities so that any resource overloads can be avoided.

■ Click OK to proceed with Resource Analysis.

Analysis Menu


File Edit View List Locate Analysis Report Font
Time Analysis
Resource Analysis...
...Time Critical
...Resource Critical
Archive Resource analysis...
...to Master
...to Interim
Archive Time analysis...
...to Master
...to Interim
You may want to store analysis results for future comparison - if so...
Choose this option to place the latest Resource Analysis results (start and finish dates) in the Master Archive...
... or the Interim Archive.
If you prefer to place Time Analysis results in the archives, these are the options to choose.

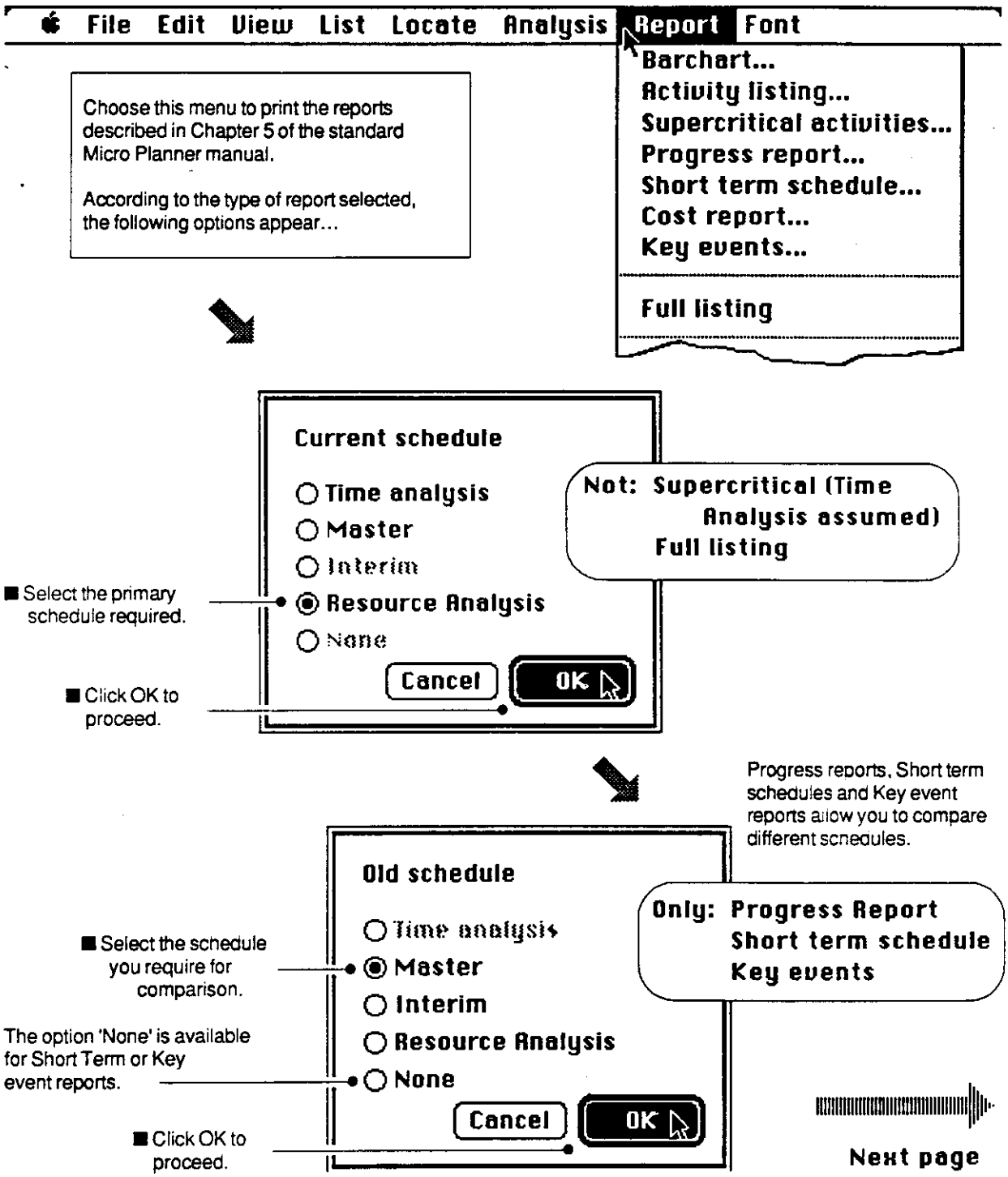
If the selected archive already contains a schedule, this box appears:



■ Click No to retain the existing schedule.

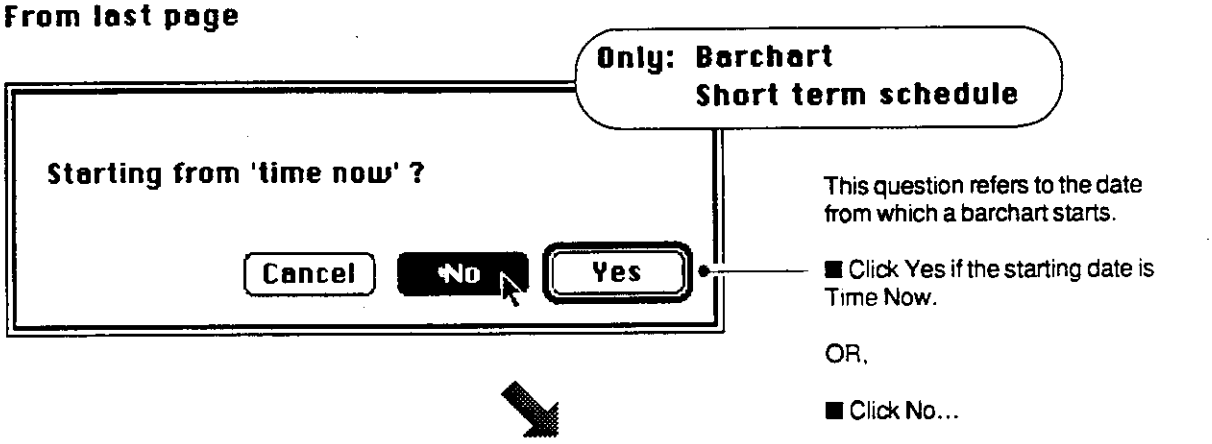
■ Click OK to replace the results stored in the archive with the new schedule.

Report Menu

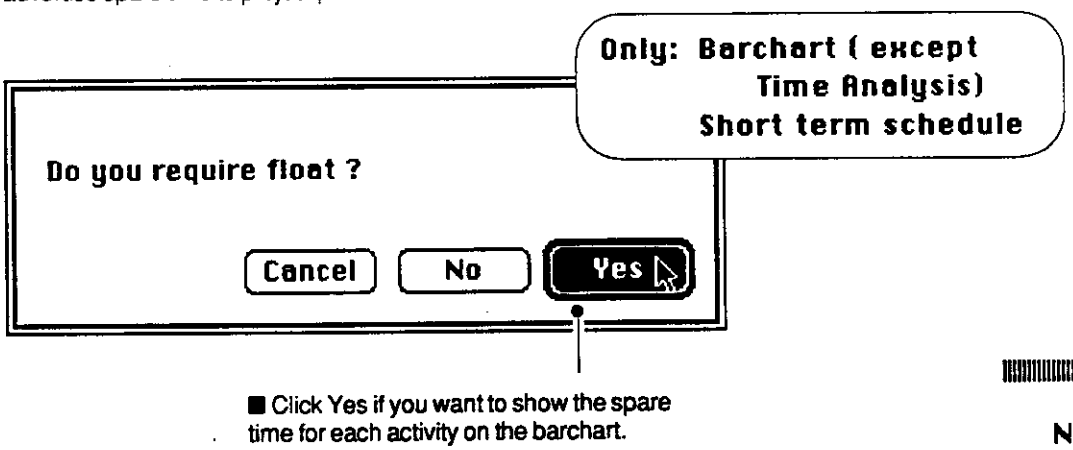

File Edit View List Locate Analysis Report Font
Barchart...
Activity listing...
Supercritical activities...
Progress report...
Short term schedule...
Cost report...
Key events...
Full listing
Choose this menu to print the reports described in Chapter 5 of the standard Micro Planner manual.
According to the type of report selected, the following options appear...
Current schedule
Time analysis
Master
Interim
Resource Analysis
None
Cancel
OK
Not: Supercritical (Time Analysis assumed)
Full listing
Select the primary schedule required.
Click OK to proceed.
Progress reports, Short term schedules and Key event reports allow you to compare different schedules.
Old schedule
Time analysis
Master
Interim
Resource Analysis
None
Cancel
OK
Only: Progress Report
Short term schedule
Key events
Select the schedule you require for comparison.
The option 'None' is available for Short Term or Key event reports.
Click OK to proceed.
Next page

Report Menu

From last page



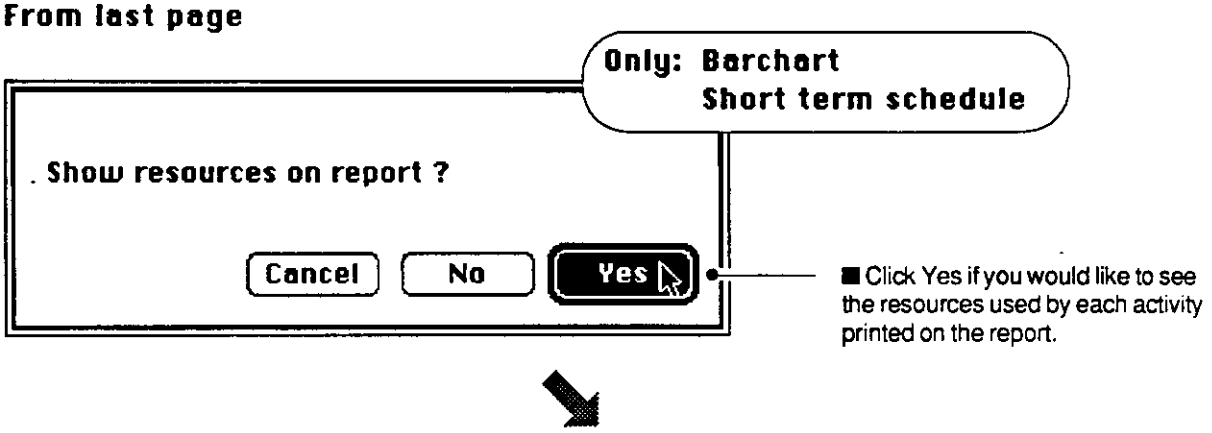
This option is provided to avoid issuing reports which advertise spare time to project personnel.


Only: Barchart (except
Time Analysis)
Short term schedule
Do you require float ?
Cancel
No
Yes
■ Click Yes if you want to show the spare time for each activity on the barchart.

Next page

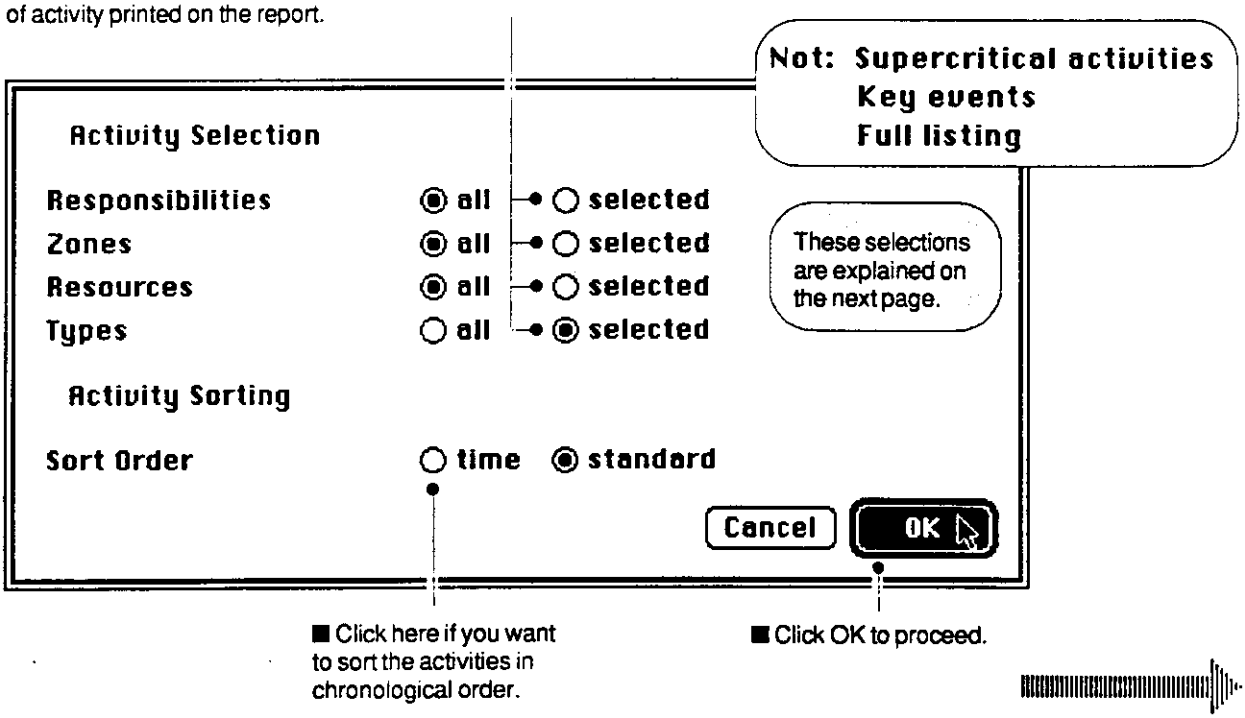
Report Menu

From last page


Only: Barchart
Short term schedule
. Show resources on report ?
Cancel
No
Yes
■ Click Yes if you would like to see the resources used by each activity printed on the report.

On most reports, the activity selection is preset to include all activities except dummies, leads and lags...

■ Use these buttons to reduce the categories of activity printed on the report.


Not: Supercritical activities
Key events
Full listing
Activity Selection
Responsibilities ◉ all ○ selected
Zones ◉ all ○ selected
Resources ◉ all ○ selected
Types ○ all ◉ selected
These selections are explained on the next page.
Activity Sorting
Sort Order ○ time ◉ standard
Cancel
OK
■ Click here if you want to sort the activities in chronological order.
■ Click OK to proceed.

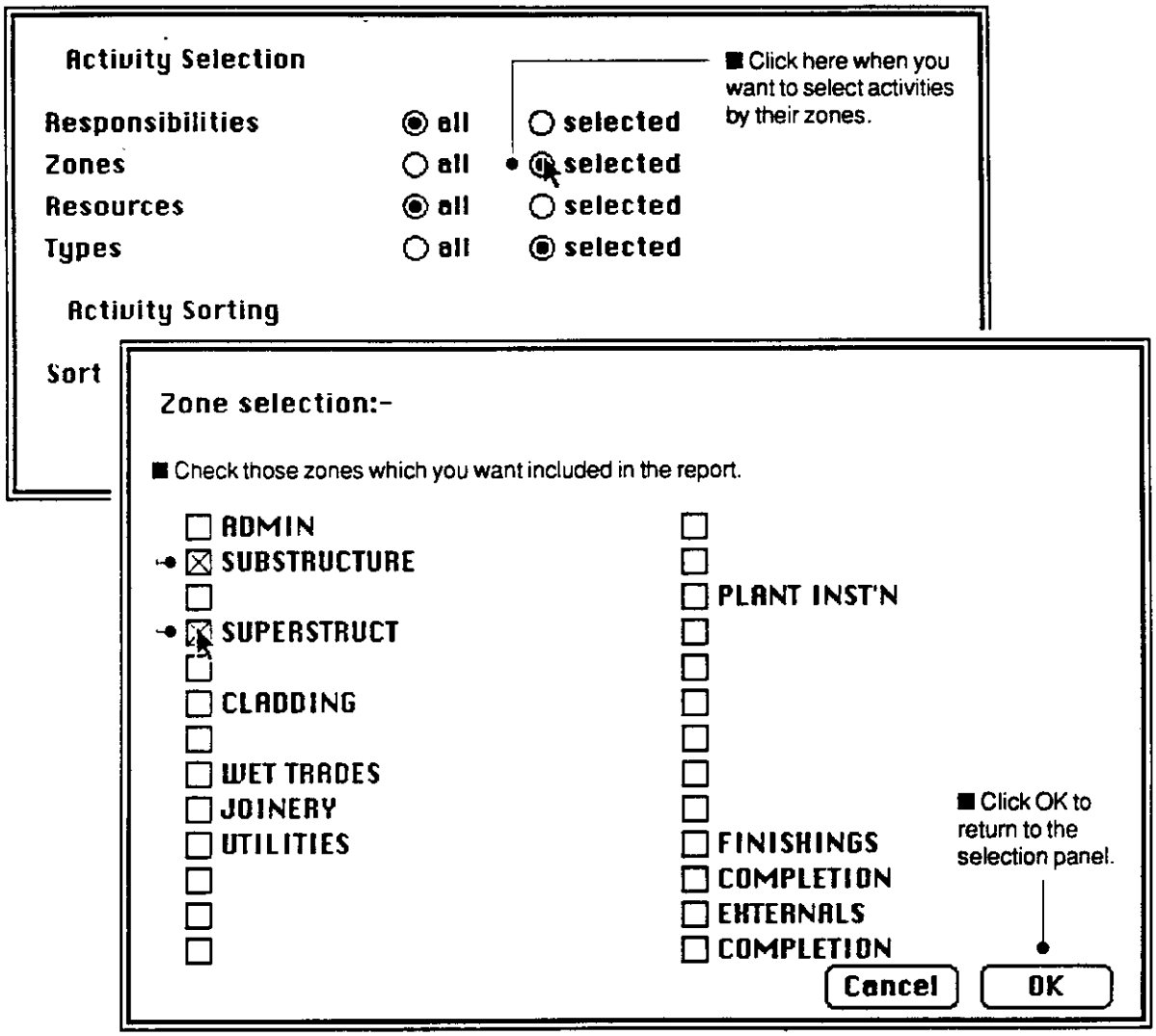
Note: When selections are used, each activity must satisfy all the categories.

Next page

Report Menu

From last page

Selection by Zones (Responsibilities similar)...

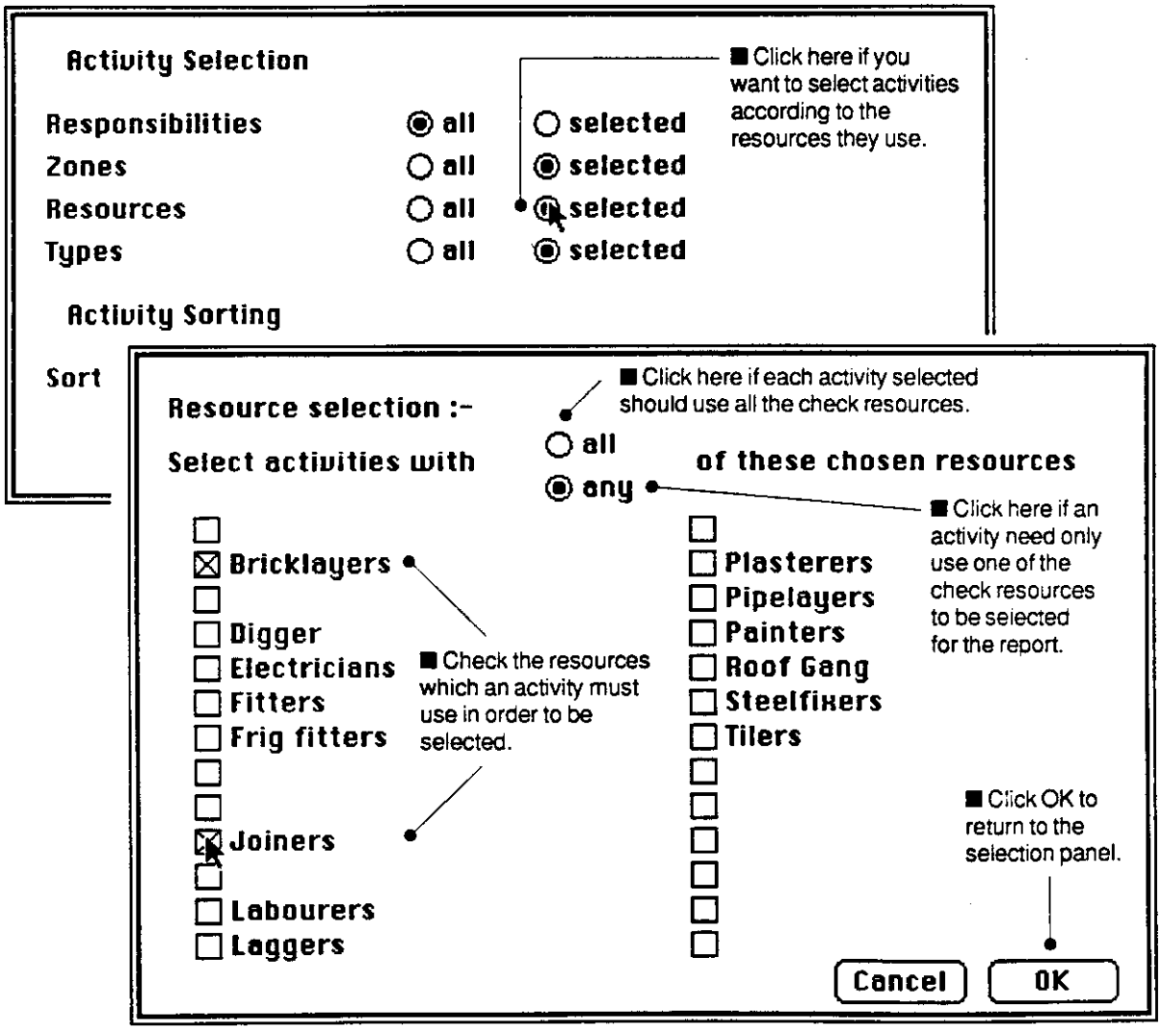


Next page

Report Menu

From last page

Selection by resources used...

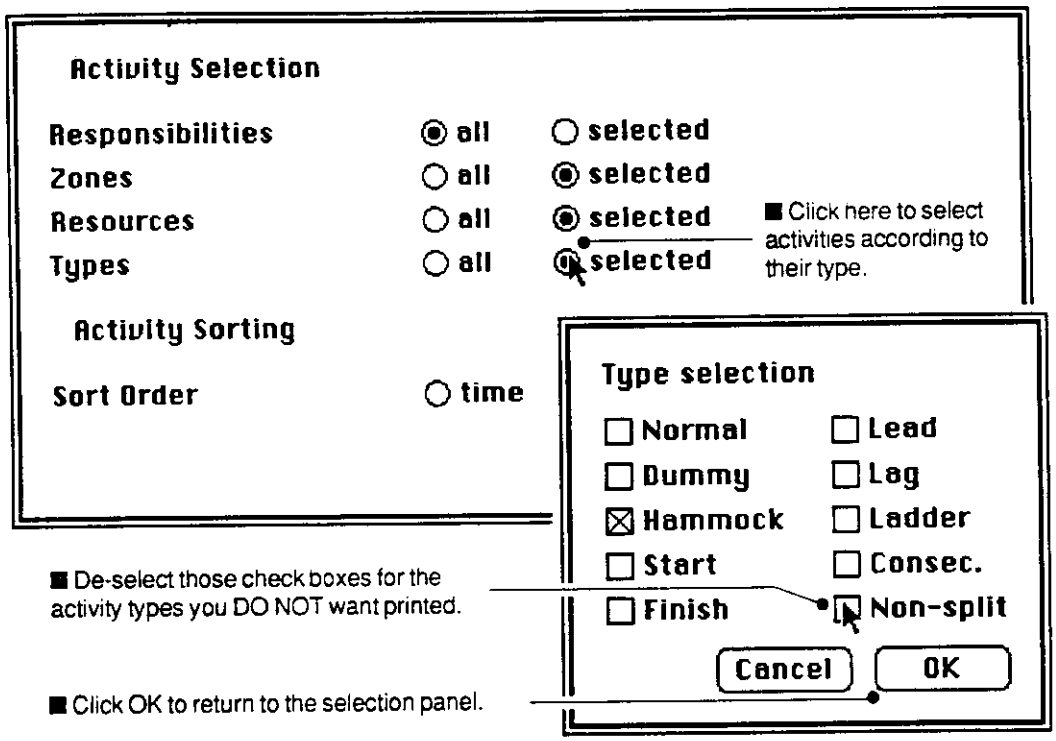


Next page

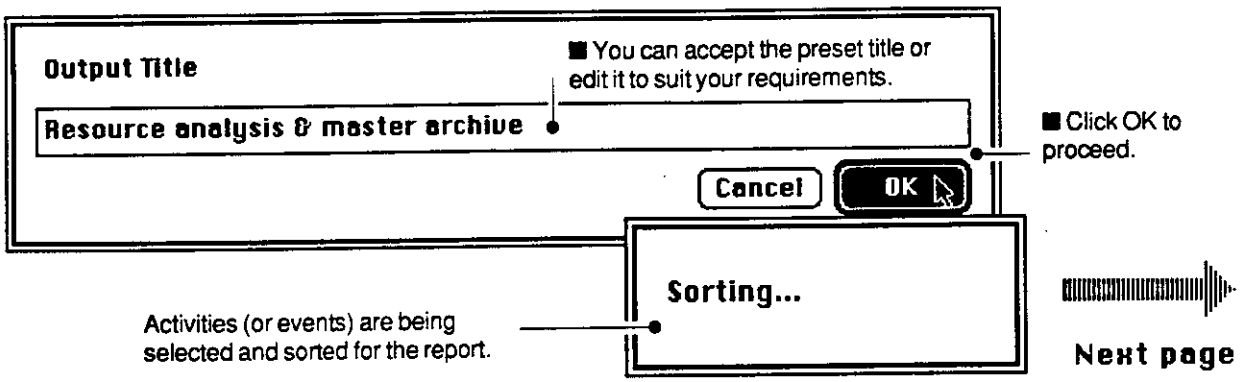
Report Menu

From last page

Selection by activity types...



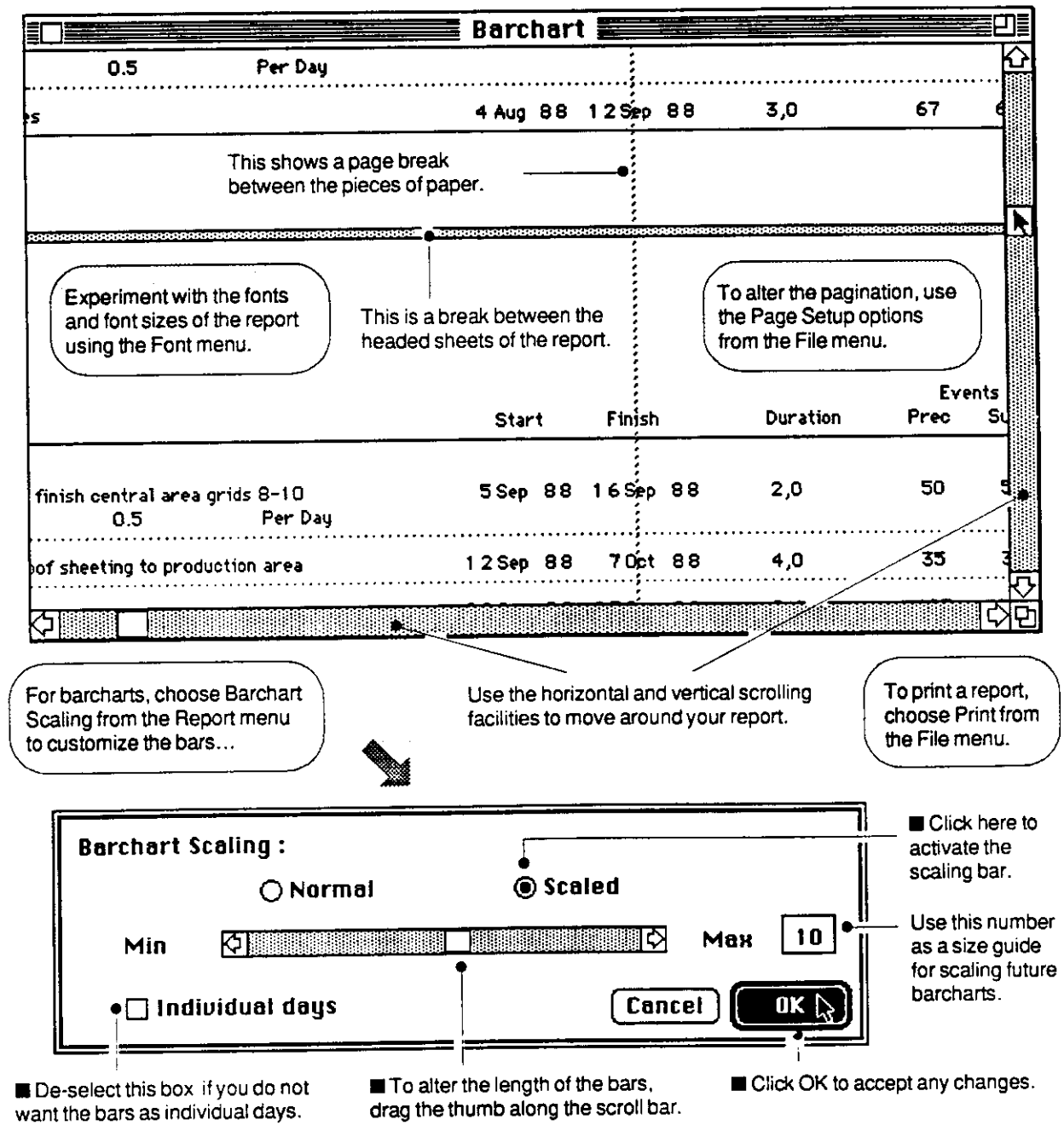
The report title is the last option to appear...


Output Title
You can accept the preset title or edit it to suit your requirements.
Resource analysis & master archive
Click OK to proceed.
Cancel
OK
Sorting...
Activities (or events) are being selected and sorted for the report.

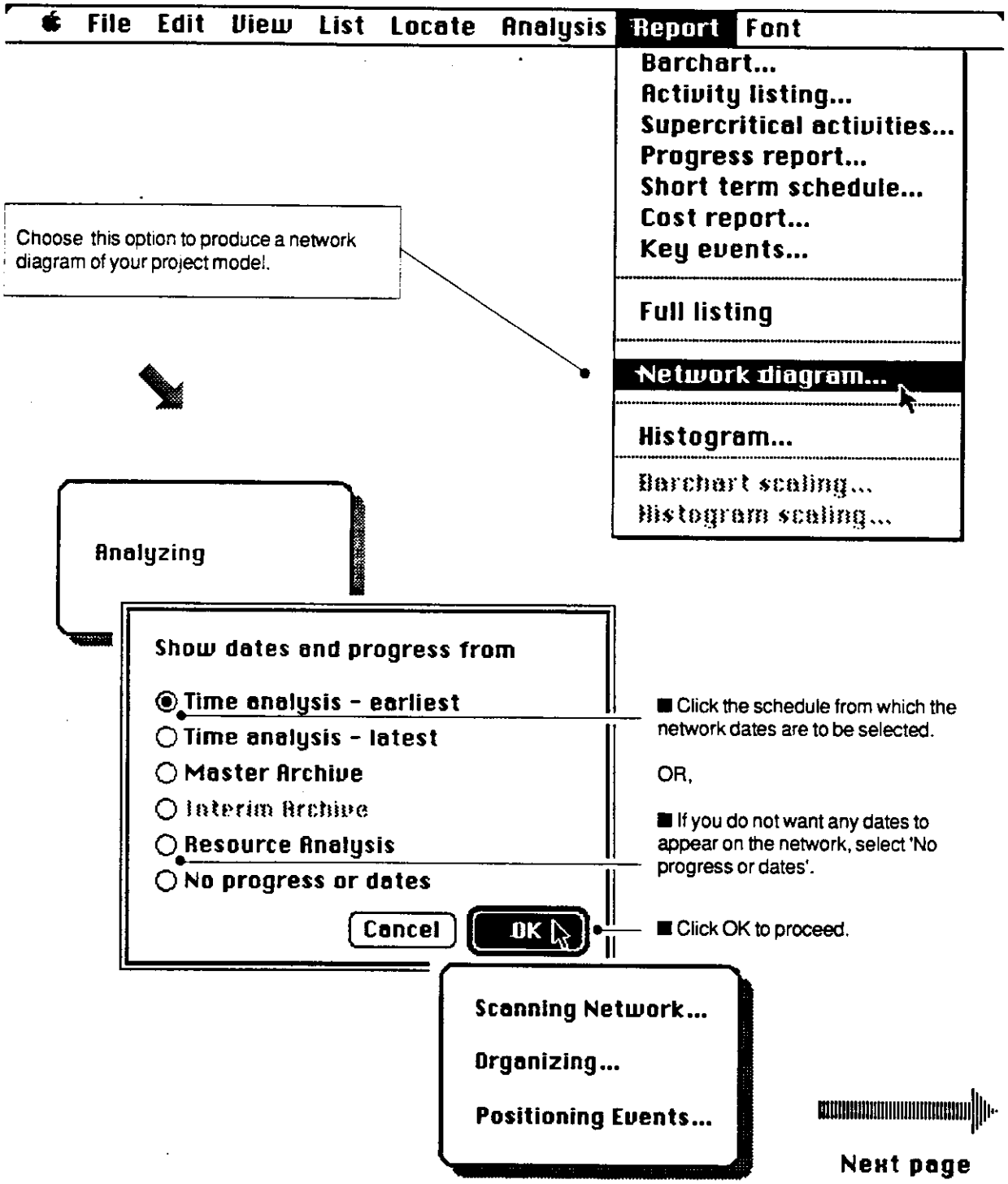
Next page

Report Menu

From last page

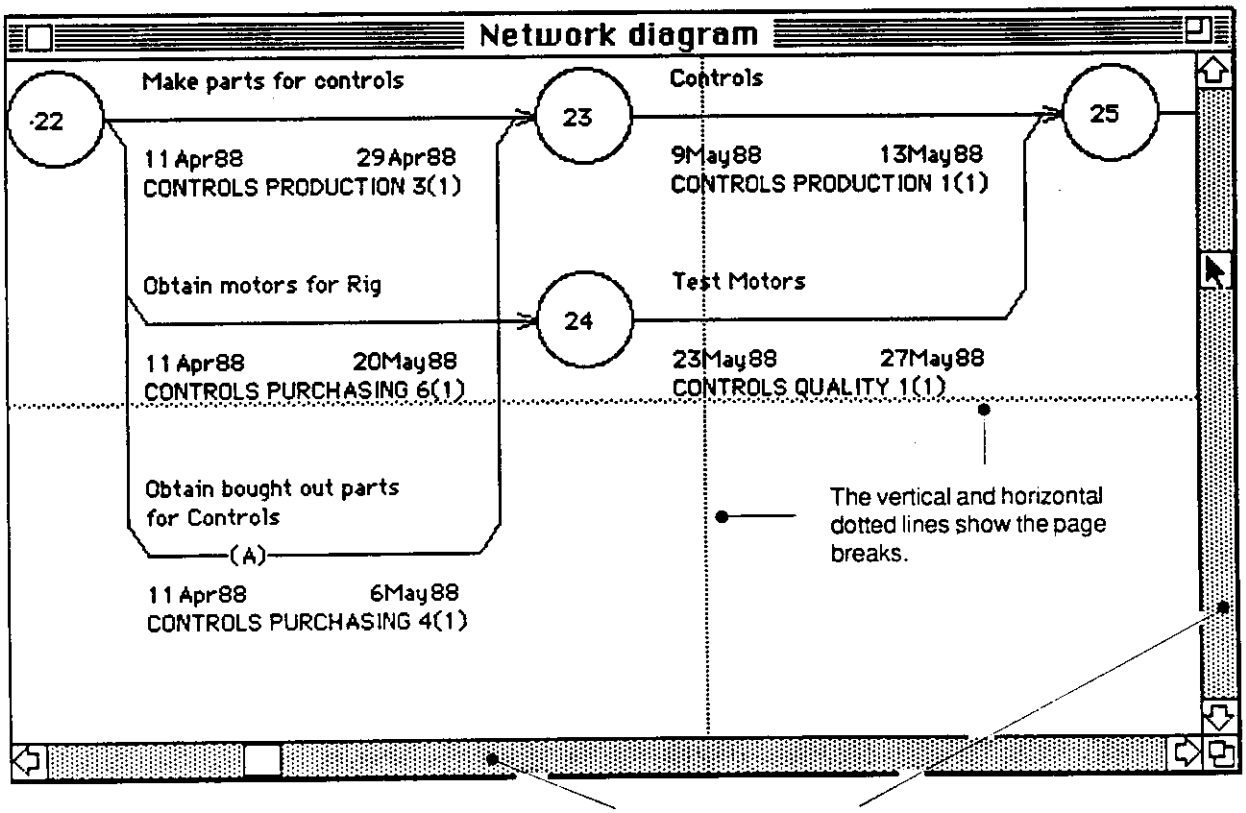

Barchart
0.5 Per Day
4 Aug 88 12 Sep 88 3,0 67
This shows a page break between the pieces of paper.
Experiment with the fonts and font sizes of the report using the Font menu.
This is a break between the headed sheets of the report.
To alter the pagination, use the Page Setup options from the File menu.
Start Finish Duration Events Prec
finish central area grids 8-10 5 Sep 88 16 Sep 88 2,0 50
0.5 Per Day
of sheeting to production area 12 Sep 88 7 Oct 88 4,0 35
For barcharts, choose Barchart Scaling from the Report menu to customize the bars...
Use the horizontal and vertical scrolling facilities to move around your report.
To print a report, choose Print from the File menu.
Barchart Scaling :
Normal
Scaled
Min
Max
10
Individual days
Cancel
OK
■ Click here to activate the scaling bar.
Use this number as a size guide for scaling future barcharts.
■ De-select this box if you do not want the bars as individual days.
■ To alter the length of the bars, drag the thumb along the scroll bar.
■ Click OK to accept any changes.

Report Menu


File Edit View List Locate Analysis Report Font
Barchart...
Activity listing...
Supercritical activities...
Progress report...
Short term schedule...
Cost report...
Key events...
Full listing
Network diagram...
Histogram...
Barchart scaling...
Histogram scaling...
Choose this option to produce a network diagram of your project model.
Analyzing
Show dates and progress from
Time analysis - earliest
Time analysis - latest
Master Archive
Interim Archive
Resource Analysis
No progress or dates
Cancel
OK
Click the schedule from which the network dates are to be selected.
OR,
If you do not want any dates to appear on the network, select 'No progress or dates'.
Click OK to proceed.
Scanning Network...
Organizing...
Positioning Events...
Next page

Report Menu

From last page



Experiment with the fonts and font sizes of the report using the Font menu.

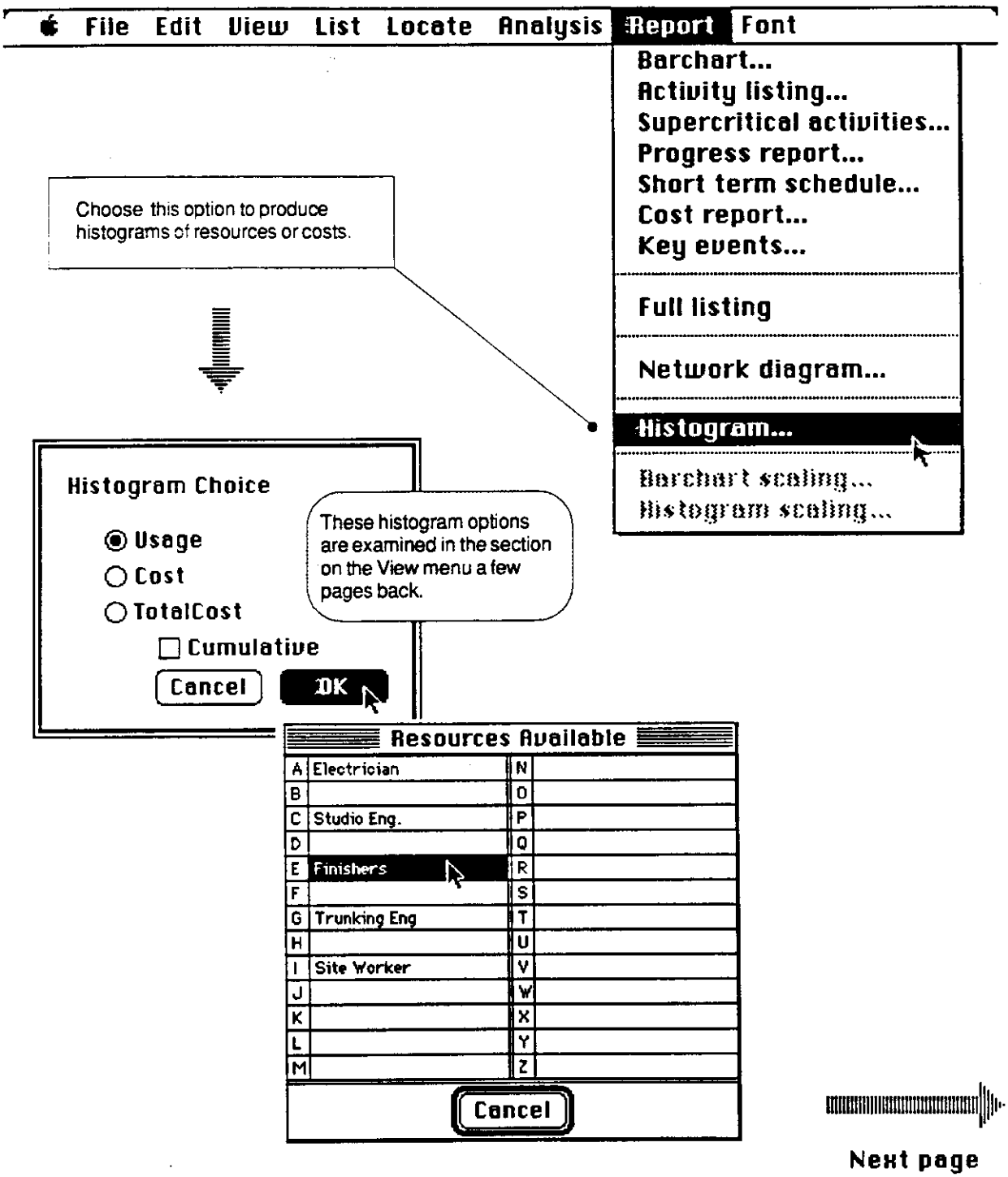
To alter the pagination, use the Page Setup options from the File menu.

Select Reduce to Fit from the View menu to see the whole diagram.

To move to a specific event, choose Move To from the Locate menu.

To print this report, choose Print from the File menu.

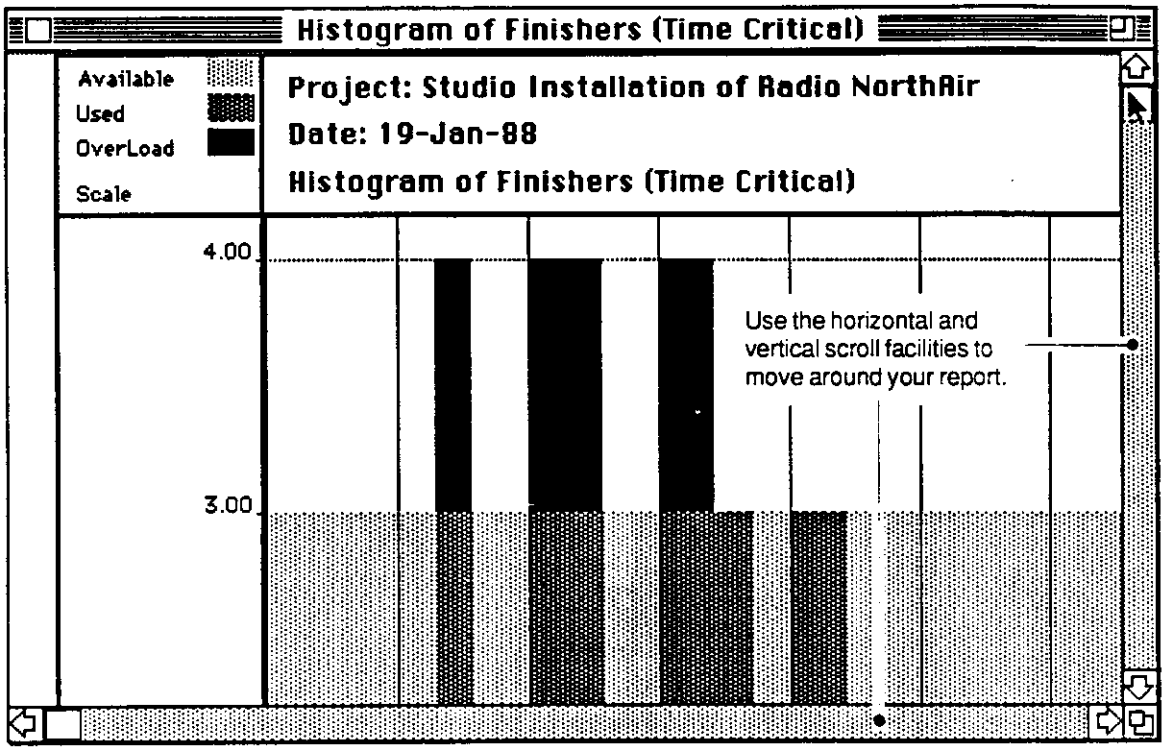
Report Menu



Next page

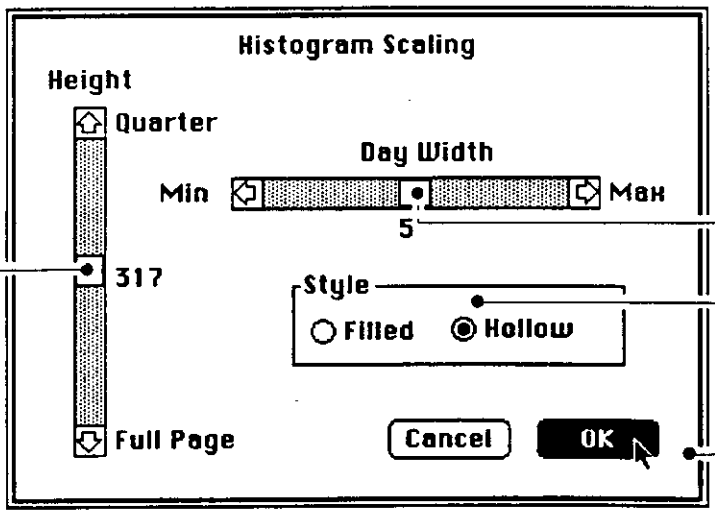
Report Menu

From last page



Choose Histogram Scaling from the Report menu...

■ Move this scroll box to alter the height of the bars.



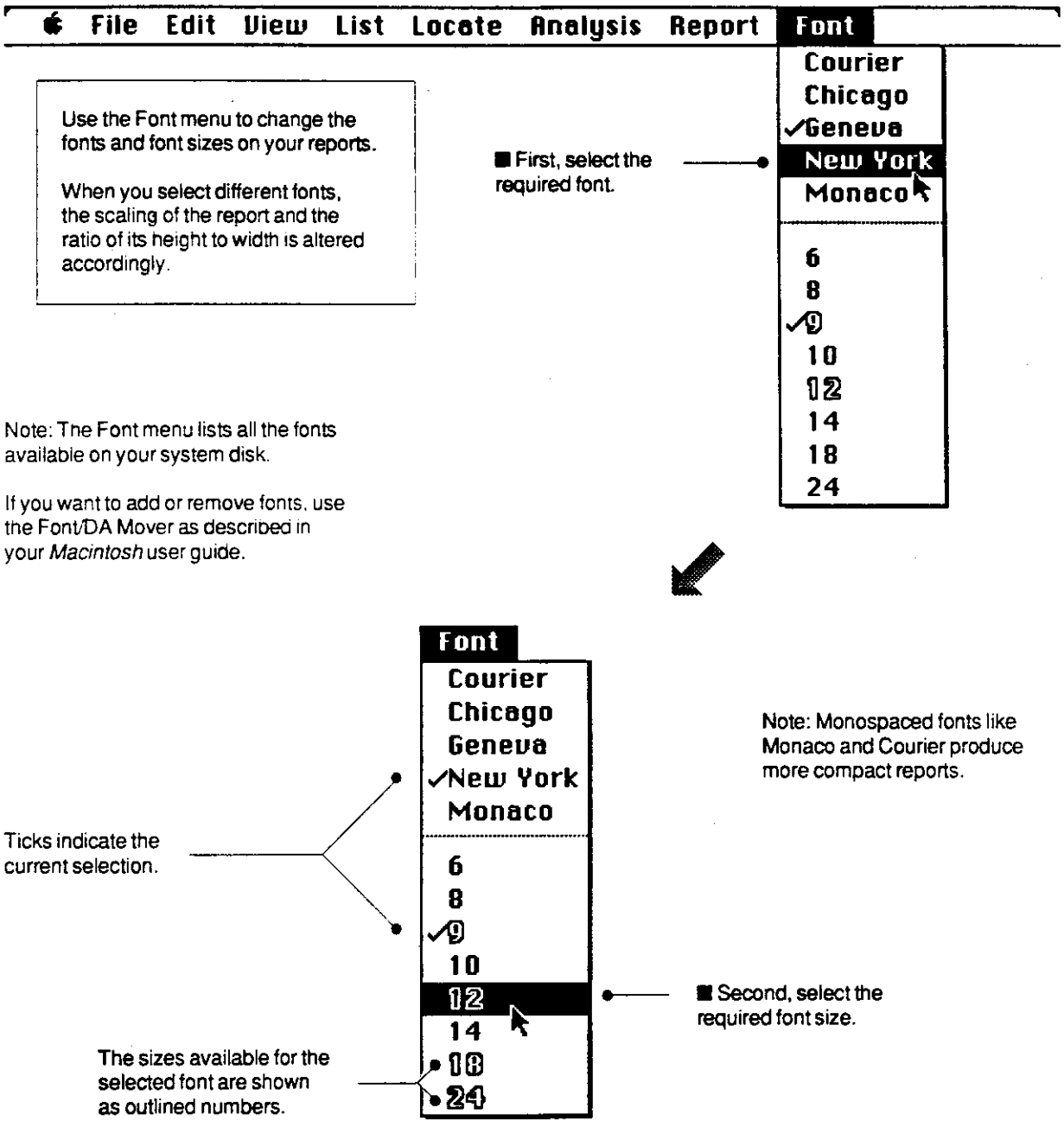
To print this report, choose Print from the File menu.

■ Move this scroll box to alter the width of the bars.

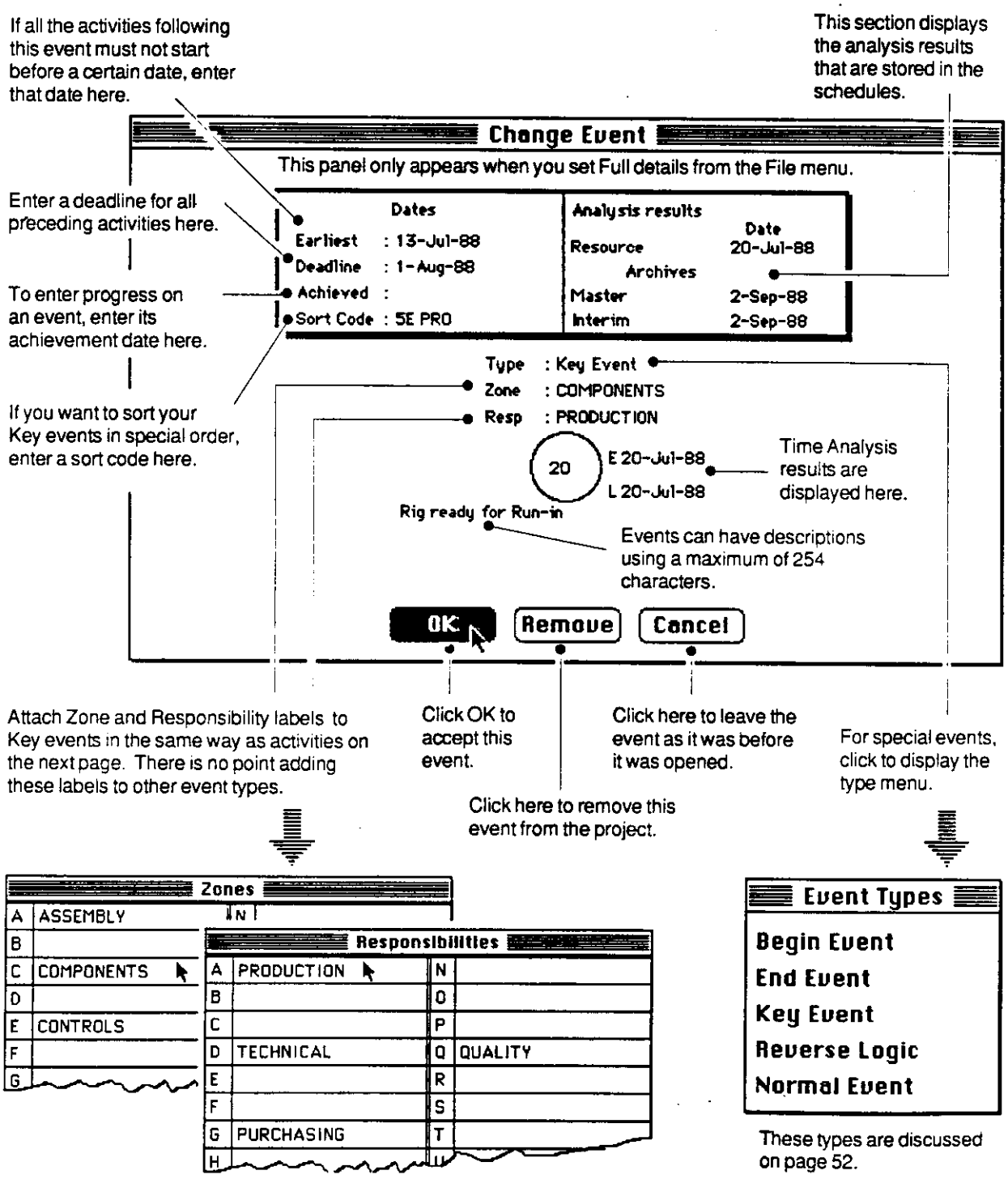
For cost or cumulative usage histograms, click 'Hollow' for an outline instead of individual bars.

■ Click OK to accept changes.

Font Menu

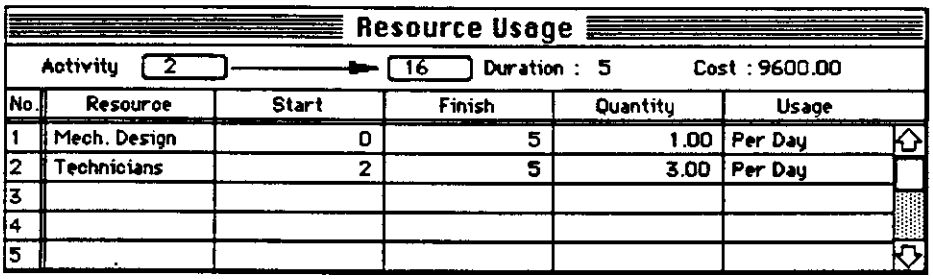

File Edit View List Locate Analysis Report Font
Courier
Chicago
✓Geneva
New York
Monaco
6
8
✓9
10
12
14
18
24
Use the Font menu to change the fonts and font sizes on your reports.
When you select different fonts, the scaling of the report and the ratio of its height to width is altered accordingly.
■ First, select the required font.
Note: The Font menu lists all the fonts available on your system disk.
If you want to add or remove fonts, use the Font/DA Mover as described in your *Macintosh* user guide.
Font
Courier
Chicago
Geneva
✓New York
Monaco
6
8
✓9
10
12
14
18
24
Ticks indicate the current selection.
The sizes available for the selected font are shown as outlined numbers.
■ Second, select the required font size.
Note: Monospaced fonts like Monaco and Courier produce more compact reports.

Event - exploded view...



These types are discussed on page 52.

Activity - exploded view...

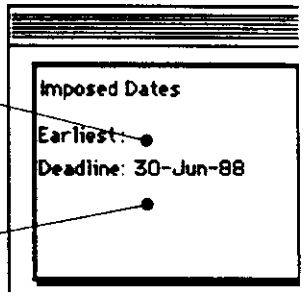


To display this window:

Click the visible part of the Resource Usage window (peeping out from behind the activity window).

OR,

Choose Resources Used from the View menu - turn to that section for a full description of the window.

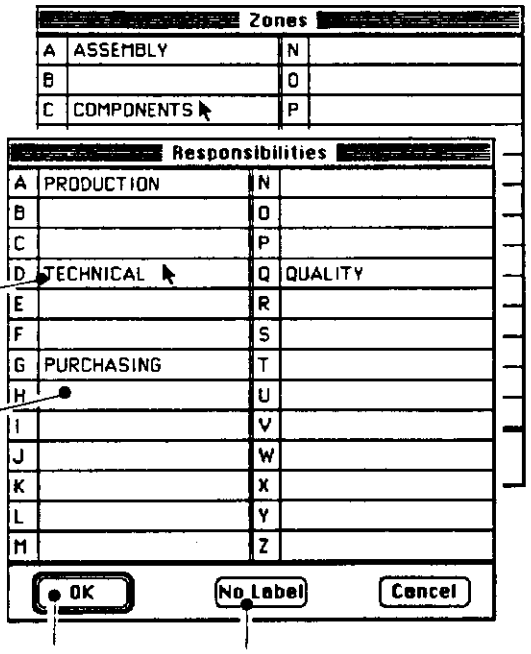


If the activity must not start before a particular date then enter that date here.

Enter any deadline completion date here.

Enter the activity's duration as weeks, days. The week size is related to the calendar selected.

Labels are used to sort printed reports. The sorting code is the A...Z coding of the cells.



Click an existing label to select it.

To add a new label, click an empty cell and type the label.

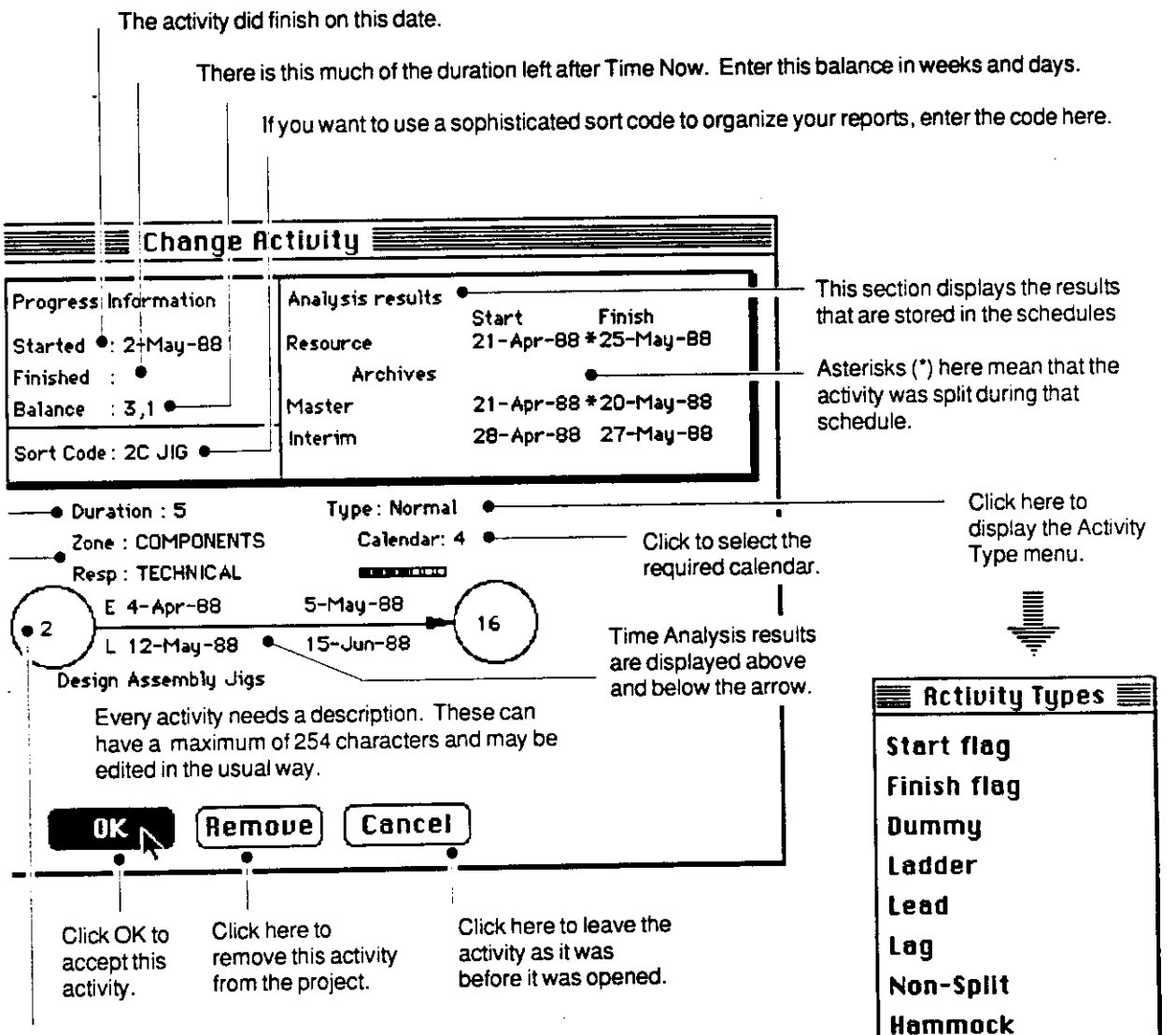
Click the Zone (or Responsibility) label to open either one of these windows.

Use these windows to enter new labels, edit existing labels and to select the labels attached to the activity.

Click OK to attach the selected label to the activity.

Click here to clear this activity's label.

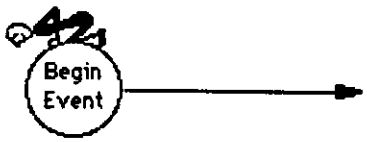
If this activity has progressed, select Full details from the View menu to display the additional panel then enter the following information:


The activity did start on this date.
The activity did finish on this date.
There is this much of the duration left after Time Now. Enter this balance in weeks and days.
If you want to use a sophisticated sort code to organize your reports, enter the code here.
Change Activity
Progress Information
Started : 2-May-88
Finished :
Balance : 3,1
Sort Code : 2C JIG
Analysis results
Start Finish
Resource 21-Apr-88 *25-May-88
Archives
Master 21-Apr-88 *20-May-88
Interim 28-Apr-88 27-May-88
This section displays the results that are stored in the schedules
Asterisks (*) here mean that the activity was split during that schedule.
Duration : 5
Zone : COMPONENTS
Resp : TECHNICAL
Type : Normal
Calendar: 4
Click here to display the Activity Type menu.
Click to select the required calendar.
2
E 4-Apr-88 5-May-88
L 12-May-88 15-Jun-88
16
Design Assembly Jigs
Time Analysis results are displayed above and below the arrow.
Every activity needs a description. These can have a maximum of 254 characters and may be edited in the usual way.
OK
Remove
Cancel
Click OK to accept this activity.
Click here to remove this activity from the project.
Click here to leave the activity as it was before it was opened.
Activity Types
Start flag
Finish flag
Dummy
Ladder
Lead
Lag
Non-Split
Hammock
Consecutive
Normal

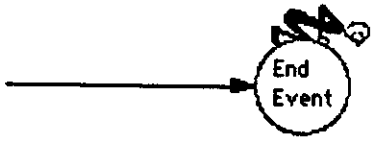
Event names (or numbers) are used to link this activity to others. When you create an activity Micro Planner allocates the next unused number to the new event. You may prefer to use your own event names (which can be a maximum of four characters - letters, numbers or a mixture of both). Type the required event name to link or type '?' if you want to invent a new event number.

These types are discussed on page 53.

Event types...



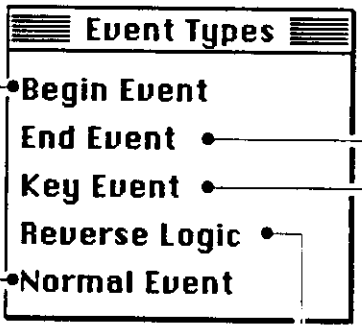
Use this type where you have no preceding operations. You can have more than one Begin Event in your project.



This event type specifies the end of the line. As for Begin events, your project can have several End Events.

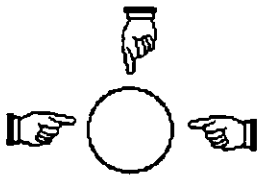
For special events, click on the desired type.

In Micro Planner, normal events are assumed which means that there is no need to enter EVERY one - only the specials.



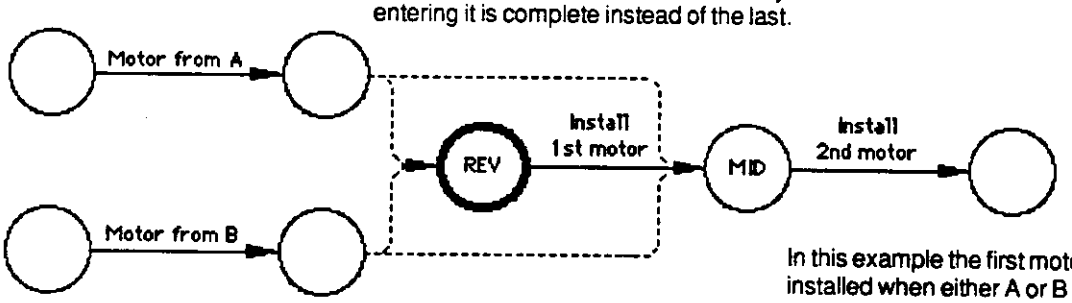
The Normal event option is available if you want an event to show earliest and latest dates.

This special type of event can be used to prepare a Key Event report for summary reporting.



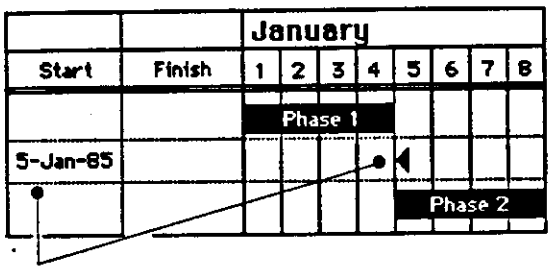
IMPORTANT

This special event reverses the usual logic and is achieved when the FIRST activity entering it is complete instead of the last.

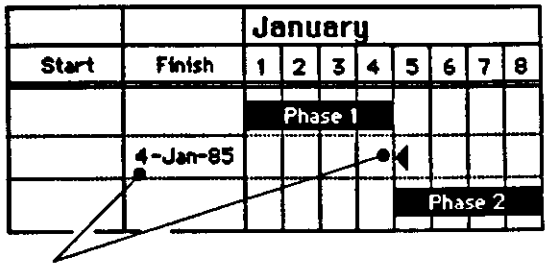


In this example the first motor will be installed when either A or B delivers NOT after both are delivered.

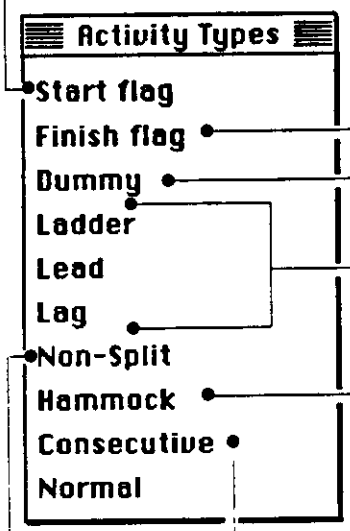
Activity types...

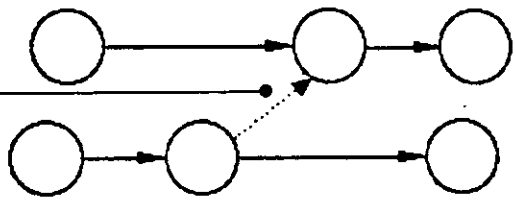


Used as a flag on barcharts to indicate the START of something. This type of activity must have a zero duration and only displays the start date.



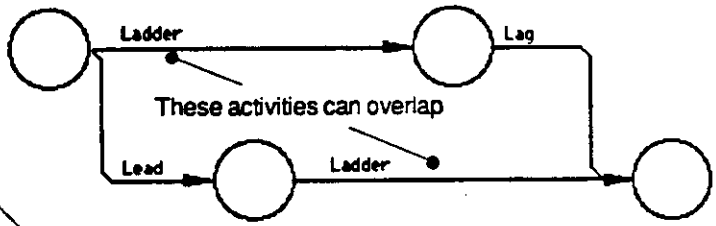
Used as a flag on barcharts indicating the FINISH of something. A Finish flag must have a zero duration and only displays the finish date.



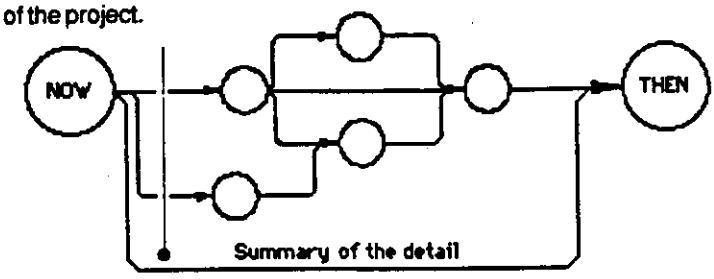


Designed to link events and impose logic without any action taking place. These usually have zero durations.

Overlapping structure - ladders specify the actual operations which overlap. Leads and lags act as dummies to specify overlap.



Activity which calculates its own duration between two events (therefore, it must be entered with zero duration). Can be used to summarize detailed networks or to spread overhead resources/costs over specific periods of the project.



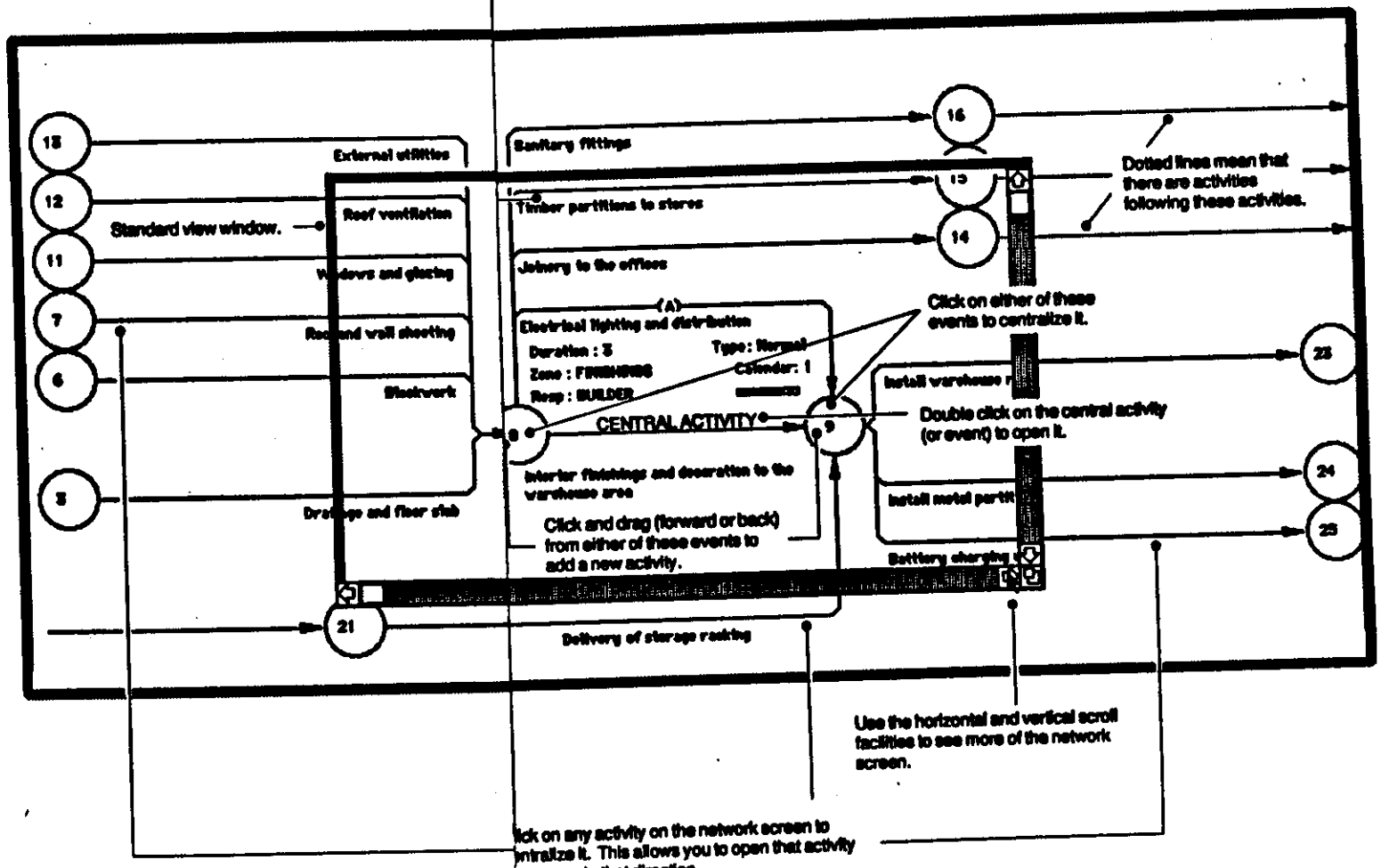
Activity which is not allowed to split during Resource Analysis.

Activity which is not allowed to delay or split during Resource Analysis.

Panning screen

The network screen contains all those activities which are connected to the central activity (or event) in any way.

The activities are organized as you see here so that you know where to look.


External utilities
Sanitary fittings
Standard view window.
Roof ventilation
Timber partitions to stores
Joinery to the offices
Electrical lighting and distribution
Duration : 3
Type : Normal
Zone : FINISHING
Calendar: 1
Resp : BUILDER
CENTRAL ACTIVITY
Electrical work
Interior finishings and decoration to the warehouse area
Delivery of storage racking
Dotted lines mean that there are activities following these activities.
Click on either of these events to centralize it.
Double click on the central activity (or event) to open it.
Click and drag (forward or back) from either of these events to add a new activity.
Use the horizontal and vertical scroll facilities to see more of the network screen.
lick on any activity on the network screen to
ntralize it. This allows you to open that activity
to move in that direction.

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Capacities

Micro Planner can handle all this...

	512K	1Mb Dual drive
Absolute maximum activities/events	500	1364
Recommended maximum activities & special events	*500	*1364
Maximum activities in report	500	1364
Number of calendars	6	
Number of resources per project	26	
Number of resources per activity	20	
Calendar length per project	2144 days	
Date range	1-Jan-1950 to 31-Dec-2049	
Number of Zone labels	26	
Number of Responsibility labels	26	
Length of Zone/Responsibility labels	12 characters	
Description length	254 characters	

* These recommended figures can only be a guide to capacity and are governed by the amount of information stored on each activity.

The absolute maximum figure is assessed as an activity on which no resources are used and where the description of activities are all shorter than 40 characters.

The recommended maximum figure assumes average resource loading and description lengths plus operation of Resource Analysis.